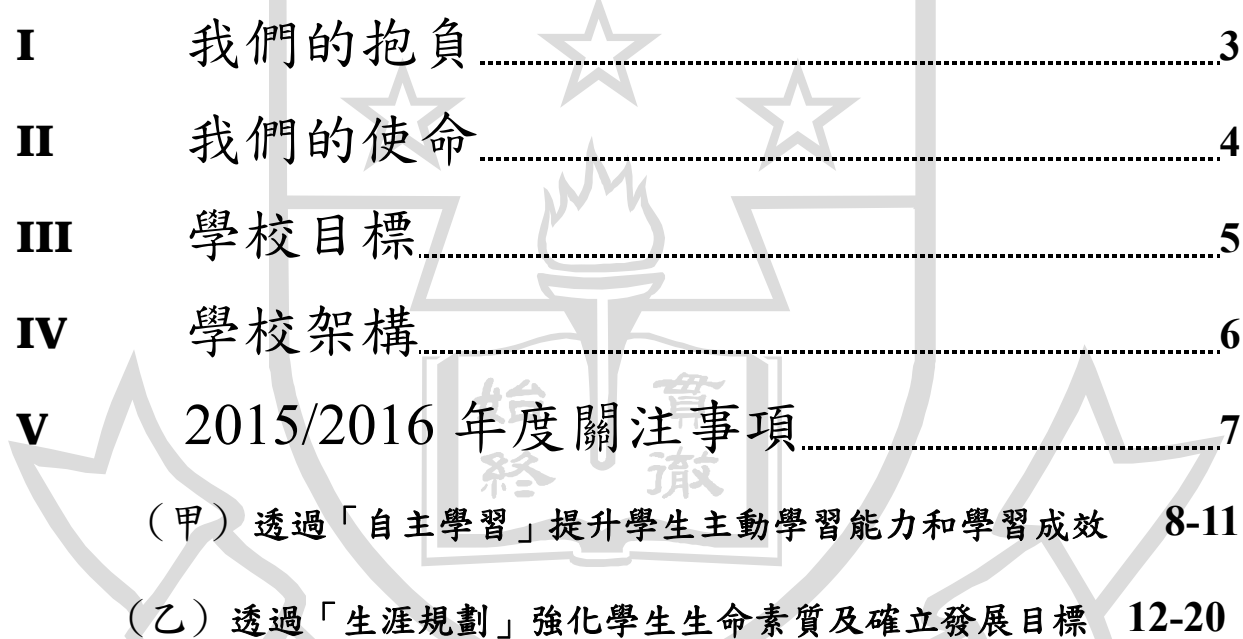


鄧肇堅維多利亞官立中學

二零一五至二零一六年度

周年校務計劃

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# 我們的抱負

盡展潛能，追求卓越，  
行己有恥，自我完善。



## Our Vision

**“Our students are committed to developing their potentials to the full while striving for excellence. They become responsible individuals heading for self-perfection.”**





# 我們的使命

為學生締造愉快和充實的校園生活，讓他們接受均衡的教育，從而培育完整的人格和勇於接受挑戰的精神。



## **Our Mission**

**“It is our mission to provide students with equal opportunities to attend a balanced educational programme whereby schooling is considered a constructive and enjoyable process conducive to personal growth, and skills in problem solving are developed in preparation for challenges encountered in life.”**



# 學校目標

## 甲. 有關學生學習經歷及成效的目標

1. 讓學生認識世界及人與環境的關係，養成廣闊的視野，可以融入世界，愛護環境。
2. 讓學生掌握各項投身社會所需的能力，包括與人融洽相處、互相尊重。
3. 培養學生喜愛學習及明白終身學習的意義。
4. 培養學生分析及決策能力。
5. 培養學生解決問題的能力。
6. 培養學生善用餘暇的正確態度及能力。
7. 培養學生自重及自律的能力。
8. 透過學習經歷，讓學生認識同輩的獨特性及才能差異。
9. 為學生提供參予大型活動的機會，以培養他們對學校的歸屬感。



## 乙. 有關提供學校資源的目標

1. 配合學生的學習需要，又能夠善用和愛惜資源，讓學校成為一個愉快學習的地方。
2. 持續更新學校的資源，讓學生親身接觸嶄新的資訊科技。
3. 善用社區組織及社會人士提供的協助作為學校有效的資源。
4. 提供充足資源以促進學與教。
5. 提供與師生福利有關的設施。



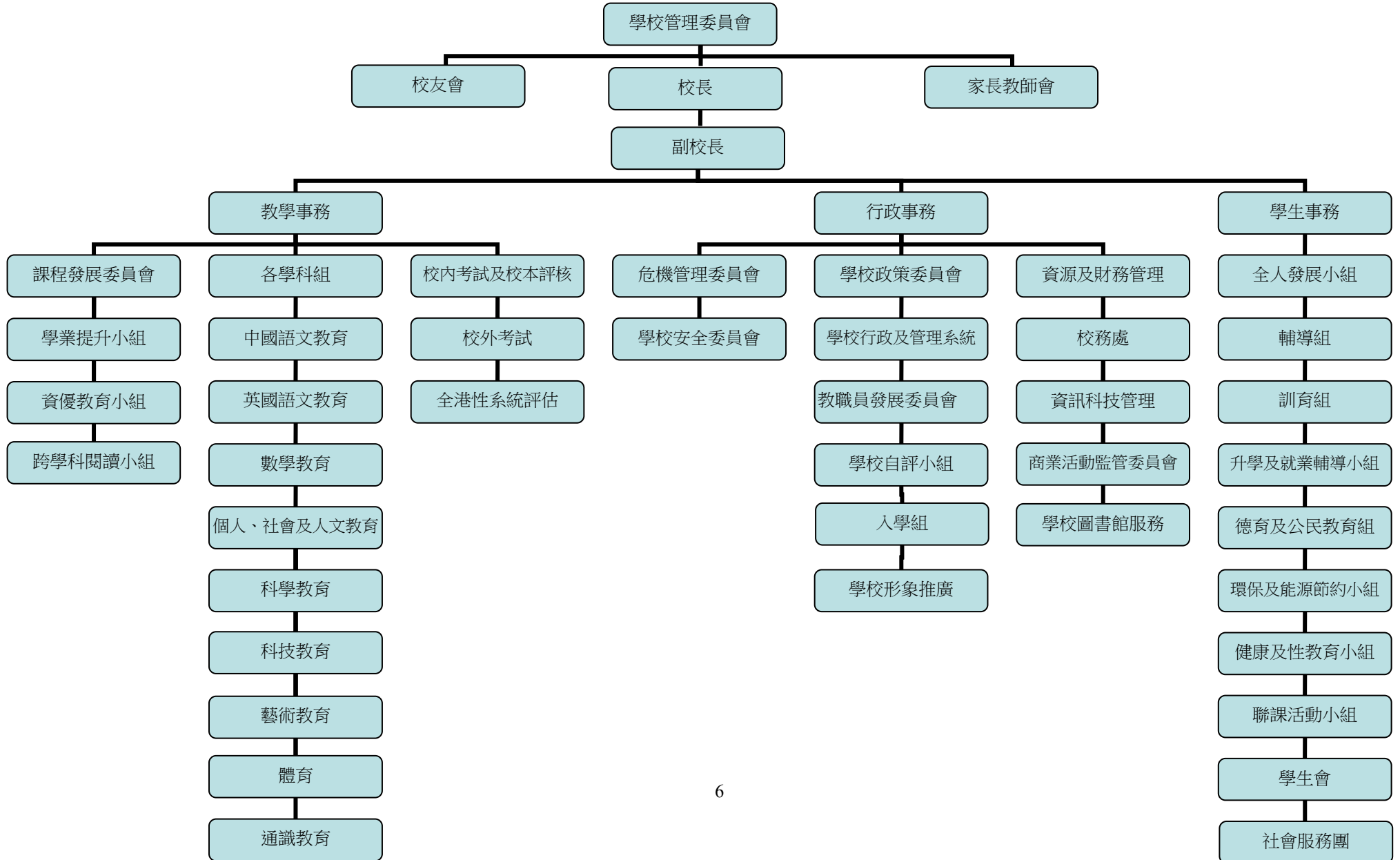
## 丙. 有關學校管理的目標

1. 支持及關愛學生，幫助他們充份掌握學校提供的學習機會。
2. 提供有效的途徑，例如老師與家長面談，讓家長了解子女在校的情況及學習進度。
3. 舉辦教職員會議，讓教職員參與學校決策。
4. 發展教職員參與學校管理的興趣和能力。
5. 為家長提供各類參與校內活動的機會。
6. 因應學生年齡而制訂合適的獎賞制度以鼓勵卓越成就，亦以適當的懲罰制度遏止不良行為。



# 鄧肇堅維多利亞官立中學

## 學校架構



## 2015/2016 年度關注事項

由全體教師於校務會議商討並議定，經由學校管理委員會通過，2015-2016 學年學校的關注事項如下：

- 甲. 透過「自主學習」提升學生主動學習能力和學習成效
- 乙. 透過「生涯規劃」強化學生生命素質及確立發展目標



## 1. 關注事項：透過「自主學習」提升學生主動學習能力和學習成效

目標	策略 / 工作	成功準則	評估方法	時間表	負責人	所需資源
1. 提升學生主動學習能力和學習態度	1. 推展「以學生為中心的自主學習」教學策略。 上下學期每先導科目科各進行最少一次「自主學習」形式的課堂。	1. 90% 學生投入參與課堂活動； 2. 中英數各科均完成指定次數的「自主學習」形式的課堂。	1. 學生問卷調查 2. 記錄課堂資料	全學年	學業提升組、中英數三科主任及中一級科任老師、中二級英語話劇課科任老師	購置「自主學習」形式課堂所需的物資，如：小黑板、文具等，財務預算：\$20,800。 教學助理負責安排撰寫問卷，收集問卷，統計及紀錄資料。
	2. 推動學生課前完成自學提綱，建立良好學習習慣。	1. 90% 學生在課堂前完成自學提綱及備課。	1. 老師於課堂觀察及審視學生完成自學提綱工作紙的情況 2. 學生問卷調查	全學年	學業提升組、中英數科主任及科任老師	科任老師負責編寫自學提綱及校務處工友印製。





目標	策略 / 工作	成功準則	評估方法	時間表	負責人	所需資源
	3. 課堂採用「自主學習」模式，讓學生參與和領導學習進程，訓練主動和協作學習。	1. 90% 學生真正參與和領導學習進程及與同組同學能協作互動學習。	1. 老師於課堂觀察 2. 學生問卷調查	全學年	學業提升組、中英數科主任及科任老師	聘請教育機構提供訓練課程培訓學生在課堂上學習的技巧，預算費用為\$22,000。
	4. 推動學生課堂自評學習表現，促進自我持續進步。	1. 90% 學生能對自己在課堂的表現作出評價及建議改變方法； 2. 100%科任老師在堂上安排有關學生課堂自評學習表現的活動環節。	1. 老師於課堂觀察 2. 學生問卷調查 3. 記錄課堂有關學生課堂自評學習表現的資料	全學年	學業提升組、中英數科主任及科任老師	學業提升組負責編寫及印製課堂自評學習表現的表格。教學助理負責收集表格，統計、紀錄及分析資料。



目標	策略 / 工作	成功準則	評估方法	時間表	負責人	所需資源
2. 提升學生語文學習能力	1. 配合「自主學習」策略，逐年推展「跨學科英語學習課程」(LAC)，提升學生英語學習能力。	1. 90% 學生能運用英語在其他不同學科中學習。	1. 學生問卷調查 2. 學生測驗及考試成績表現	全學年	英文科主任及科任老師、數學、科學、地理、音樂及電腦科科任老師	教育局協作團隊支援；英文科老師負責協調及統整課程，商議及訂定教材和教案。
3. 提升教師專業能力	1. 組織工作坊，培訓教師掌握「自主學習」教學策略。	1. 90% 參與「自主學習」形式課堂的科任老師參與有關內容的工作坊或交流活動。	1. 紀錄老師參與有關活動的日期及詳情	教師發展日 13.11.2015 友校舉辦自主學習課堂公開課的期間	學業提升組	邀請友校富有自主學習課堂經驗的老師作工作坊介紹。(如有需要，聘請教育機構為老師提供相關培訓。預算費用為\$ 6,000。)



目標	策略 / 工作	成功準則	評估方法	時間表	負責人	所需資源
	2. 教師共同備課，協力設計自學提綱。	1. 時間表小組為所有中英數各科組成功安排課節使有關年級的科任老師能共同備課；  2. 有關科組老師能因應學生能力依時協作編制自學提綱予學生作備課之用。	1. 核對時間表小組編制之時間表有否能完全達到要求。  2. 紀錄派發各科自學提綱的日期，收集各科編制的自學提綱以作往參與資料並可給與老師作日後共同備課參考之用。	學年開始 九月份 全學年	時間表小組	



Tang Shiu Kin Victoria Government Secondary School

Major Concern 2 :Foster whole person development through enhancing students’ awareness on career life planning (規劃生涯，成就自我，終身學習)

*Annual School Plan on Career Life Planning Education and Career Guidance Service (2015/16)*

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Persons in charge	Resources Required
1. Provide career life planning education for S.1 to S.6 across the curriculum.	1.1 Allocate some class periods each year for career life planning education. Students will be guided to discover their potentials and talents, set short-term goals and learn to achieve them.	1.1 to 1.10 More than 70% of S.1 to S.6 students reflect that they have tried to plan for their life through discussion with class teachers, career teachers or journal writing.	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Student Questionnaire</li> </ul>	2015-18	Careers Team, all Class Teachers and Class Supports	Produce a Teaching Package on career life planning. Use career tool books for S.1-S.3 ( Finding the Colour of Life) and S.4-S.5 ( Career Mapping).
	1.2 Implement Self-Improvement Scheme (躍進計劃) for S.1 to S.6 students with goal setting and review sessions for each school term.	1.3 Organize one career life planning activity for each Core Subject every year.		2015-18	Subject Teachers of Life Education  Whole-Person Development Committee / All Class teachers and Class Supports All Core Subject Departments	Teaching Package on Self-Improvement Scheme for S.1 to S.6.



Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Persons in charge	Resources Required
	<p>1.4 Organize one career life planning activity for each Elective Subject every year.</p> <p>1.5 Issue one careers brochure each term to provide all students with information on entrance requirements and course structure of university and post-secondary institute programmes and qualification framework</p> <p>1.6 Provide links to useful career-related websites on the school webpage</p> <p>1.7 Conduct a Pre-S.1 summer programme each year on preparing new S.1 students for secondary school life.</p> <p>1.8 Organize talks for S.1 and S.2 students to learn about</p>			2016-18	<p>All Elective Subject Departments</p> <p>Careers Committee</p> <p>Careers Committee</p> <p>Counselling Committee and Discipline Committee</p> <p>Careers Committee</p>	



Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Persons in charge	Resources Required
	living a positive life with purpose and building up good life habits. 1.9 Organize talks for S.3 students on goal setting and life planning.				Careers Committee	
2. Provide guidance to S.3 students on choice of S.4 electives and S.4 streaming	2.1 Conduct careers talks for S.3 students and parents on S.4 school streaming policy, procedures and choice of elective subjects. 2.2 Two Trial Runs on S.4 streaming exercise and choice of elective subjects 2.3 Taster programmes on senior secondary elective subjects during Easter Holiday. 2.4 Day camp on goal setting and career planning. 2.5 Career Interest Inventory	2.1 to 2.4 More than 70% of S.3 students find it useful	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Career Counselling records</li> <li>• Student Questionnaire</li> </ul>	2015-18	Curriculum Development Committee, Careers Committee  Curriculum Development Committee, Careers Committee Subject Departments	Reference Books and Card Sort tools: \$1,000



Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Persons in charge	Resources Required
	(Online career interest assessment)					
3. Provide experiential learning activities for S.4 and S.5 students to heighten their awareness on the importance of life planning	3.1 Job Shadowing activities during Christmas / Easter /Summer Holiday. 3.2 'Career Live' - Careers Simulation Games for S.5 students	3.1 to 3.2 More than 70% of the participants find it useful	• Observation	2015-18	Careers Committee	Transport Allowance for Students :\$1,000 Prizes: \$500
4. Provide careers talks on career life planning and further studies opportunities	4.1 Careers teachers and university admission officers deliver talks to S.6 students on interview skills, JUPAS programmes, JUPAS, E-APP and IVE Applications and further	4.1 to 4.4 Most students find the talks and activities useful	Student Questionnaire	2015-18	Careers Committee	Hire service from NGOs : \$20,000



Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Persons in charge	Resources Required
in Hong Kong, Mainland, Taiwan and Macau for S.4 to S.6 students	studies in Mainland, Taiwan and Macau. 4.2 Mock Release of HKDSE Results, JUPAS Offer Results and Post-secondary Institute Applications for S.5 students. 4.3 Careers talks on multiple pathways for S.6 students. 4.4 Careers talks on release of HKDSE results.					
5. Provide career guidance for all S.3 students, S.6 students and selected S.1 to S.5 students	5.1 Careers teachers offer career guidance to all S.3 students on S.4 Streaming. 5.2 Careers teachers / alumni offer career guidance to all S.6 students on JUPAS and E-APP applications. 5.3 Collaborate with alumni to run Mentorship Programme (Watchmen) for S.6	5.1 to 5.2 Most students join the individual career guidance sessions  5.3 At least 40 students join the Watchmen	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Career Guidance Records</li> </ul>	2015-18	Careers Committee         Alumni Mentorship - Watchmen Scheme Teacher in	





Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Persons in charge	Resources Required
	<p>students.</p> <p>5.4 Provide individual and group counselling service to students on career life planning.</p>	<p>programme</p> <p>5.4 3-5 referrals received from each class for individual / group counselling and follow-up sessions.</p>			<p>Charge, Careers teachers, Class Teachers, Class Supports and Subject Teachers</p>	
<p>6. Arrange activities or visits to business firms of different professions and tertiary institutions to enhance students' knowledge of</p>	<p>6.1 Organize visits to local universities and post-secondary institutes for senior form students on university information days and student development days. Organize career visits to local businesses and government departments through collaborating with Home Affairs Dept, NGOs.</p>	<p>6.1 to 6.4 Most senior form students have visited/ participated in at least one university/ NGO / business firm / internship programme/ job shadowing programme</p>	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Student Questionnaire</li> <li>• Feedback from NGOs/ business firm</li> </ul>	<p>2015-18</p>	<p>Careers Committee</p>	<p>Student Transport Allowance: \$3,000 Hire of service from NGOs : \$30,000</p>



Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Persons in charge	Resources Required
the world of work.	6.2 Join the Business-School Partnership Scheme as a partner school in providing mentorship and field experience to senior form students. 6.3 Job Shadowing activities offered by NGOs / Alumni during holidays. 6.4 Summer Job Experience Programme for S.4 to S.6 students.					
7 Arrange different activities / programmes to enrich students' life experience	7.1 School-based Career Expo for S.6 students and parents 7.2 Mock interviews for S.6 7.3 Workshops on writing CV, application letters and personal statements and SLP.	7.1 to 7.6 Most S.6 students can gain useful information from the Expo and learn interview skills and can produce their	<ul style="list-style-type: none"> <li>• Observation</li> <li>• Student Questionnaire</li> <li>• Feedback from teachers, alumni and activity organizers</li> </ul>	2015-18	Careers Committee	Hire service from NGOs: \$20,000



Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Persons in charge	Resources Required
	7.4 Professional sharing sessions by alumni on career life planning. 7.5 Schools Parents and Business Partnership Scheme for S.4 to S.6 students.	own CV and personal statements.				
8 Provide career life planning and career counselling training for teachers	8.1 Arrange school-based workshops for all teachers. 8.2 Arrange class teachers and class supports to attend career counselling, career life planning and Career Interest Inventory workshops and seminars run by EDB and NGOs.	8.1-8.2 Positive feedback from 80% of teaching staff and 80% of teaching staff join workshops and seminars run by EDB and NGOs.	Teacher questionnaire	2015-18	Careers Committee	Hire service from NGOs : \$5,000



Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Persons in charge	Resources Required
9 Provide training to parents on ways to support their children on career life planning.	9.1 Organize parents' seminars and workshops.	9.1 10% of parents join the parents training workshops and seminars.		2015-18	Whole Person Development Committee / Careers Committee PTA	Hire service from NGOs : \$3,000