

Creative Secondary School 2012 – 2013 Annual School Plan

Introduction

This annual year plan has been drafted by extracting key developments and tasks for 2012 – 2013 from the three year 2011 – 2014 school development plan (SDP 2011-14). The three year school development plan (SDP 2011-14) drew upon the review of the school's first school development plan (2006 – 2011), and was endorsed by the CSS Board of Directors in November 2011 and published on the school website. The length of the development plan was kept to three years to enable an earlier review of progress and a sharper focus on development outcomes. The SDP 2011 - 14 addresses four main areas of development:

1. Securing the school's distinctive positioning in Hong Kong
2. Further strengthening the school's curriculum and pedagogy
3. Facilitating students' achievement and progression into Higher Education
4. Developing the school campus to achieve our ambitions

The annual plan for 2012 – 2013 will be the second annual plan of this three year development process. Key development tasks have been extracted from the three year SDP and refined in the light of last year's development. An earlier draft has been circulated to the CSS Board in June 2012 and to CSS staff in September 2012.

The school has reached a major milestone last summer with the graduation of its first cohort. Furthermore, its development and performance to date has been comprehensively reviewed by the Education Bureau in May 2012. The EDB review report is expected in November 2012.

This annual plan aims to take the school further forward towards meeting its major challenge of sustaining and consolidating its initial successful development. The theme of the year "Think Green, Live Green" was chosen by the school leadership team from numerous suggestions submitted by students.

Cheung Siu Ming
Principal

10 October 2012

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1. Securing the school's distinctive positioning in Hong Kong

Strategic Task in 3 year plan	2012 – 13 tasks	Success criteria	Lead staff member
<p>Promote CSS as a distinctive option and a caring school for parents who aspire to a high quality, internationally-minded but locally rooted education for their children</p> <p>- review and update the school's vision and mission statement</p>	<p>1. Develop a programme of PR activity to highlight quality of :- a) learning & teaching, b) student personal growth & achievements c) students' awareness of their own and others' culture</p> <p>2. enhance communication with existing parents & other stakeholders regarding school's strengths and benefits</p> <p>3. Continue the work of the working group to review mission statement; develop 2012-3 school theme</p>	<ul style="list-style-type: none"> • CSS perceived by the community at large as a quality DSS and IB school • Students are perceived by the community as positive, purposeful and personable individuals • Continued strong support from CSS parents and stakeholders • A new set of statements that embraces the aspirations of stakeholders 	<p>Principal + PR team</p> <p>Principal + Board of Directors</p> <p>Principal + Mission Statement working group</p>
<p>Consolidate and promote the school's unique curriculum model of using the IBMYP to prepare students effectively for the IBDP or the HKDSE</p>	<p>1. Update all curriculum brochures, clarifying the benefits of each diploma option to existing and future parents</p> <p>2. Make HE destinations and careers advice service more visible to parents</p> <p>3. Communicate EDB CR report to existing & prospective parents</p>	<ul style="list-style-type: none"> • The wider community recognizing the uniqueness of CSS and the benefits of the diploma choice we offer to parents and students • More balanced uptake of two diplomas by students • Better parental and student understanding of the quality of the school's HE and Career Advice service • positive response from parents regarding CR report 	<p>Vice Principal (Academic Advancement) + curriculum coordinators Principal + Head of Upper School</p>

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<p>Continue to showcase CSS students' creative talents through drama productions, technology contests, musical performances and visual arts exhibitions; continue to build on successes of CSS sports teams</p>	<ol style="list-style-type: none"> 1. Develop a programme of Arts & Technology activities for the year 2012 - 2013 2. Review and consolidate successes of sports teams 	<ul style="list-style-type: none"> • Successful staging of student performances & exhibitions • Successful establishment of more sports teams with outstanding results 	<p>Arts & Technology Faculties</p> <p>PE faculty</p>
<p>Encourage the formation of a CSS alumni association to further strengthen the school's profile and to draw upon the talent of former students to highlight the school's successes</p>	<ol style="list-style-type: none"> 1. Invite new graduates of 2012 to keep in touch using school webmail, and to establish a newsletter. 2. Establish constitution & run inaugural meeting of alumni 	<ul style="list-style-type: none"> • Active participation in alumni affairs by graduates of 2012 • An active alumni that contributes towards the improvement and promotion of the school to parents and the general public 	<p>Vice Principal + G & A team</p>

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2. Further strengthening the school's curriculum and pedagogy

Strategic Task	2012 – 13 tasks	Success criteria	Lead staff member
Deliver planned Form 6 courses to enable the first and subsequent cohort of students to graduate with HKDSE and IBDP qualifications	<ol style="list-style-type: none"> 1. Consolidate good practice of F5/6 teachers & continue to prepare students effectively for Diploma examinations. 2. Deploy additional resources on targeted subjects 	<ul style="list-style-type: none"> • Successful implementation and ongoing review of F5 & F6 IBDP/HKDSE courses • Students able to access both diplomas with a high percentage attaining the required level of success 	Vice Principal (academic) + IBDP and HKDSE coordinators + F6 teaching team
Establish a curriculum review cycle: <ul style="list-style-type: none"> - Continue review of Form 4 curriculum begun last year, in response to the IB's "MYP – Next Chapter" - Conduct self-evaluation of the whole MYP curriculum in 2012 – 13 	Review key aspects of lower and middle school curriculum: <ul style="list-style-type: none"> • F4 structure in response to "Next chapter" Evaluate delivery of MYP, including <ul style="list-style-type: none"> • MY1 programme • The MYP personal project • Inquiry-based learning • Inter-disciplinary collaboration 	<ul style="list-style-type: none"> • Curriculum review implemented so that strengths and areas of development are identified, and plans of action developed to meet further challenges, including the MYP Next Chapter and the forthcoming IB MYP evaluation visit in June 2013. • A positive report from MYP evaluation team visiting CSS in June 2013 	Vice Principal (academic) + MYP team
Further enhance the HKDSE as a viable and attractive curriculum offered in the upper school	<ol style="list-style-type: none"> 1. Implement a new F4 structure for choosing elective subjects to further enhance the flexibility of HKDSE 	<ul style="list-style-type: none"> • Parents and students made aware of the strengths and benefits of selecting the HKDSE, leading to higher proportion of students selecting the HKDSE for 2013-15 	Vice Principal (academic), HKDSE coordinator & Heads of Middle & Upper School
Strengthen good pedagogical practices in the classroom, including inquiry-based learning, inter-disciplinary learning,	<ol style="list-style-type: none"> 1. Continue and extend inter-disciplinary, inquiry-based learning units in MYP 2. Focus on meeting individual 	<ul style="list-style-type: none"> • Successfully meeting the standards of MYP Approaches to Teaching & Learning (MYP evaluation visit June 2013) • Students achieving more effective 	Vice Principal (academic), MYP & other Curriculum Coordinators and &

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differentiation, ESL strategies;	<p>student needs through differentiated classroom activities</p> <ol style="list-style-type: none"> 2. Develop school-wide approach to ESL 	<p>learning outcomes</p> <ul style="list-style-type: none"> • Stronger and more consistent application of effective strategies to support ESL learners 	Heads of Faculty
Establish a consistent provision of learning support to meet individual needs	<ol style="list-style-type: none"> 1. Consolidate & review existing learning support for students with individual needs 2. Establish an updated learning support policy framework 	<ul style="list-style-type: none"> • Effective implementation of policy with appropriate resourcing & good practices for learning support 	Vice Principal (G & A) + Vice Principal (Academic)
Sustain a high quality teaching team to deliver the above through professional development, retention and focused recruitment	<ol style="list-style-type: none"> 1. Continue with HKDSE and IB training for teachers 2. Use teachers with expertise to deliver school-based PD 3. Continue teacher appraisal as developmental process; 4. Maintain support programme for recently qualified teachers 	<ul style="list-style-type: none"> • Identification of professional development needs through appraisal as well as requirements of the three curriculum programmes • Delivery of effective PD for teaching team • Maintaining the high level of cooperation, collegiality and collaboration amongst teaching staff. 	Principal & both Vice Principals working with Heads of Faculties, Heads of School & Curriculum Coordinators

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3. Facilitating students' achievement and progression into Higher Education

Strategic Task	2012 – 2013 tasks	Success criteria	Lead staff member
<p>Enhance opportunities for students' ownership of school life and development of their leadership qualities:</p> <ul style="list-style-type: none"> - Facilitate the further strengthening of the CSS student council as the key representative body of student opinion and action - Explore avenues to enhance the status and profile of the six Houses, their captains and other representatives; continue to prioritise house-based activities 	<ol style="list-style-type: none"> 1. Maintain and raise the profile of student leaders and students' involvement in school life through house elections and inter-house competitions, student council elections, student-led service and sports activities 2. consolidate leadership development activities for students 	<ul style="list-style-type: none"> • Vibrant student council effectively representing students' voices and aspirations, and carrying out purposeful activities and projects in and beyond the school • Students taking ownership of school theme for 2012-3, and developing strong, positive sense of belonging towards their own House, with each house being effectively led by captain and representatives 	Vice Principal (Guidance & Achievement) and G&A team
<p>Enhance opportunities for senior students to broaden their outlook and international-mindedness:</p> <ul style="list-style-type: none"> - Encourage their participation in the HKAYP, the MUN, service, study and exchange visits overseas and other programmes to learn outside the classroom 	<ol style="list-style-type: none"> 1. Extend participation of external events including HKSSN, MUN, IB student world conference and other activities; 2. Maintain and extend exchange programmes with schools outside HK 	<ul style="list-style-type: none"> • High and sustained level of student participation in and commitment to activities that demonstrate international-mindedness 	Vice Principal (Guidance & Achievement), and Heads of School
<ul style="list-style-type: none"> - Encourage high standards of achievement in all domains through greater promotion of the CSS scholarship scheme - Provide opportunities for senior scholars to act as role models for 	<ol style="list-style-type: none"> 1. Greater promotion of CSS scholarship scheme, including scholarships for HKDSE and extension of special scholarships; 2. Encouraging students to 	<ul style="list-style-type: none"> • A healthy rate of application to and success in the CSS scholarship scheme. • A healthy proportion of upper school scholars taking up leadership and service roles within the school to benefit junior 	Vice Principal (Guidance & Achievement), & Heads of School

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junior students e.g. reading buddies, peer counselling	take up CAS and OLE opportunities to serve the school community;	students	
- strengthen the role of house tutors in monitoring social as well as academic progress of students	<ol style="list-style-type: none"> 1. Workshop for new tutors 2. more focused tutors' meetings to strengthen their roles 3. Introduce electronic registration to track attendance more effectively 	<ul style="list-style-type: none"> • House tutors more knowledgeable about their tutees' potential and current progress • House tutors more effective in tracking and intervention, to support students in need 	Vice Principal (G & A) & Heads of School
<p>Review and further strengthen the school's careers and higher education preparation programme:</p> <ul style="list-style-type: none"> - invite more HE representatives to visit CSS - encourage students to visit universities or participate in summer schools in their last summer holidays 	<ol style="list-style-type: none"> 1. Continue provision of external speakers and careers events for senior school students; 2. Setting aside time for senior school tutors to write student references and to support their university applications 	<ul style="list-style-type: none"> • Objectives achieved and positive feedback received from students and parents • Alumni and alumni parents serving as resources to support senior school students 	<p>Head of Upper School and Careers & HE Adviser</p> <p>Senior School Tutors</p>

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4. Developing the school campus to achieve our ambitions

Strategic Task	2012 - 13	Success criteria	Leadership
1. Enhance environmentally-friendly policies and practices in the use of the school campus	<ol style="list-style-type: none"> 1. Further promote environmental policies and practices through an environmental theme for 2012-3 “Think Green, Live Green” 2. Support and encourage more house involvement in green activities; 3. Capping electricity and photocopying at last year’s levels and look for opportunities to reduce usage 	<ul style="list-style-type: none"> • Higher awareness by staff and students matched by change of daily habits • Student body taking active ownership of campus environment • Student participation in environmental issues in the wider community • Significant efficiencies achieved in the school’s use of electricity & paper 	Heads of School, School Services Committee, EnviroSWAT group
2. Facilitate a further growth of student’s positive usage and ownership of the campus: – to support meetings, communications, activities such as clubs and societies, programmes. - to celebrate students’ creativity through visual art, murals, photography and video displays around the campus	<ol style="list-style-type: none"> 1. Provide Student Council and Houses with more noticeboard space and other means of promoting activities; 2. Encourage the formation of more student clubs and societies 3. Continue a programme of displaying student artwork around the campus 	<ul style="list-style-type: none"> • Houses and Student Council take responsibility for effective use of school campus to promote a richer school life • An enhanced and sustained CCA programme with more clubs & societies • Vibrant displays of students’ creative works around the campus established and reviewed 	Heads of School G and A team Visual Arts teachers + School Services Committee
3. Establish multi-purpose Hall for PE/Drama	1. Complete building of new facilities according to plan	Facilities developed meet the learning needs of faculties	Project Director & Principal
4. Develop ICT infrastructure and high quality AV multi-media facilities to support learning	1. Complete enhancement of wireless networking; extend student use of wireless mobile devices down to	<ul style="list-style-type: none"> • Wireless access and web-based learning platforms for all staff and students, enabling ICT-supported learning to develop 	Digital Learning integrator, ICT team

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	Form 3 2. Secure QEF funding for enhancing AV facilities	effectively across all areas of the curriculum <ul style="list-style-type: none"> -Good quality audio-visual and multi-media facilities established to support learning, particularly in performing arts and languages 	
5. Develop further use of spaces, with necessary re-allocation of spaces, in the Blocks B and C to meet the needs of teaching and learning	1. Complete enhancement of Visual Arts & Music facilities 2. Establish new classrooms on second floor of C block	<ul style="list-style-type: none"> • Senior VA students able to work more effectively in enhanced studio in 6/F • Music practice & sound recording facilities developed • Room congestion eased for faculties using Block C. 	Project Director & Principal
7. Maintain high degree of campus maintenance to ensure that CSS remains an attractive, inviting environment.	- Secure Government budget for major repairs & renovation of campus - conduct monthly campus audits to monitor the quality of the campus environment	<ul style="list-style-type: none"> • Effect of adverse weather conditions on campus addressed • Visually pleasing campus that is complemented by students and parents 	Project Director & Principal School Services Committee and SLT