

## 2016 – 2017 Annual School Plan

### Introduction

The CSS Board of Directors had approved a three year School Development Plan for 2014 – 17, which addresses four main areas of development:

1. Continuing to strengthen the school's student-centred, engaging and inquiry based approaches to learning & teaching
2. Enhancing the school's Guidance & Achievement framework to facilitate students' all-round development & progression to tertiary education
3. Updating and enhancing facilities, operations & services to more effectively support the school community's aspirations
4. Securing the school's profile as an high quality, innovative Direct Subsidy Scheme school with over ten years of successful operation

This Annual School Plan for 2016 – 2017 is the third annual plan of this three year period. Key development tasks have been extracted from the three year SDP and drafted in the light of last year's development. This plan has been shared with CSS stakeholders – staff, students and parents for their comments and has been endorsed by the CSS Board of Directors meeting in 17 November 2016.

This annual plan aims to take the school forward towards meeting its major challenge of sustaining and consolidating its initial successful development.

Cheung Siu Ming  
Principal

26 November 2016

**1. Continuing to strengthen the school’s student-centred, engaging and inquiry based approaches to learning & teaching**

Strategic Task in 3 year plan	2016– 17 tasks	Success criteria	Lead staff member
<p><b>1. Staff deployment &amp; development</b></p> <p>1.1 To deploy and further develop staff expertise and other resources to effectively deliver the NSS curriculum to over 50% of senior students, starting with 2014–5 S4 cohort.</p> <p>1.2 Professional development – for teaching HKDSE, for English Language Learning, SEN, differentiation and ICT</p> <p>1.3 Introduce more lesson observation and feedback for teaching staff to enhance professional sharing of good practice and self-evaluation.</p>	<p>1.1 HKDSE Coordinator to work with key teachers with HKDSE expertise deliver HKDSE with greater rigour.</p> <p>1.2 Focusing PD on improving students’ literacy in order for them to access the curriculum more effectively</p> <p>1.3 continue with lesson observation &amp; feedback within faculties, including peer observation</p>	<ul style="list-style-type: none"> <li>● HKDSE students learning more effectively.</li> <li>● All staff aware of their role in developing students’ literacy and have access to wider range of teaching strategies</li> <li>● Greater sharing of good practice between teachers in classroom management &amp; other teaching skills</li> </ul>	<p>VP (Academic Advancement) VP(AA) &amp; HKDSE Coordinator</p> <p>VP(AA) with PD team, Literacy Group</p> <p>VP(AA)</p>
<p><b>2 Curriculum Development</b></p> <p>2.1 Complete a full review of the curriculum in S1 to S4 to meet the concept-based curriculum requirements of the MYP Next Chapter and to ensure that the reviewed curriculum effectively prepares students for both HKDSE and IBDP</p> <p>2.2 To plan and implement Chinese Language Acquisition (NCS) curriculum for HKDSE students, based firstly on GCSE / AS and then on the newly proposed Chinese Second Language course in HKDSE</p> <p>2.3 Develop PE curriculum for F5 &amp; 6 students – consider IB Sport, Exercise and Health Science, HKDSE Applied Learning Course on sport</p>	<p>2.1 Planning for a 3 year MYP curriculum and review Form 4 curriculum in the light of greater flexibility offered by the IB’s MYP</p> <p>2.2 <i>Completed in 2014 - 15</i></p> <p>2.3 <i>Decided in 2014 – 15 not to offer PE as HKDSE subject</i></p>	<ul style="list-style-type: none"> <li>● MYP in S1 – S3 updated to meet new IB requirements (including Community Project)</li> <li>● Form 4 curriculum revised to meet the needs of both Diplomas more closely.</li> </ul>	<p>VP(AA)</p> <p>VP(AA) , 3 Coordinators</p>

<p><b>3. Enhancing students' learning</b></p> <p>3.1 Providing more learning tools for students - integrating information literacy into curriculum, introducing students earlier to the use of command terms, analysis tools, to support transition to Diploma-level study</p> <p>3.2 To enhance current approaches to learning and teaching in the lower school to cater for the diverse backgrounds, interests, aptitudes and needs of students so that they make a successful transition from primary to secondary schooling</p> <p>3.3 Develop a framework of lesson observation and feedback to identify and share good practice</p>	<p>3.1&amp; 3.2 Faculties to focus on literacy strategies in F1 &amp; F2</p> <p><i>Framework developed in 2015 - 16</i></p>	<ul style="list-style-type: none"> <li>● students in F1 and 2 are more able to             <ol style="list-style-type: none"> <li>1) access the English-based curriculum, and</li> <li>2) experience success and learn effectively according to their ability</li> </ol> </li> </ul>	<p>VP(AA) , Literacy Group</p>
<p><b>4. Evaluating curriculum effectiveness</b></p> <p>4.1 Strengthen standardization across all faculties and disciplines</p> <p>4.2 To explore value-added systems to inform and validate the school's internal processes of monitoring and facilitating student progress</p>	<p>4.1 Consolidate good practice in readiness for reviewing assessment particularly in Form 4</p> <p>4.2 Explore the use of literacy tools to track student progress</p>	<ul style="list-style-type: none"> <li>● Standards of assessment are consistent within and across Faculties</li> <li>● Ready to recommend the use of an appropriate tool</li> </ul>	<p>VP(AA)</p> <p>VP(AA) , Curriculum Coordinators &amp; HoFs</p> <p>VP(AA) and Literacy Group</p>

**2. Enhancing the school’s Guidance & Achievement framework to facilitate students’ all-round development & progression to tertiary education**

Strategic Task	2016 – 17 tasks	Success criteria	Lead staff member
<p><b>1. develop &amp; enhance appropriate policies &amp; processes</b></p> <p>1.1 To deepen the Implementation of Invitational Education (IE) core values with whole school approach including teaching staff, support staff, students and parents</p> <p>1.2 To develop Service and Action opportunities for students</p> <p>1.3 To continue strengthening Learning Support framework</p> <p>1.3.1 - Explore the hiring of learning support assistants.</p> <p>1.3.2 - Explore support for dyslexic students in Chinese classes.</p> <p>1.4 To set up Gifted &amp; Talented policy and practice</p>	<p>1.1- Expectations of tutors and their close relationship with their groups to be made very clear at the start of the year;</p> <p>1.2 - To consolidate progress made in 2015-16.</p> <p>1.3 - Consolidate progress made in 2015-16.</p> <p>1.3.1 - Explore the hiring of learning support assistants.</p> <p>1.3.2 - Explore support for dyslexic students in Chinese classes.</p> <p>1.4 - Continue work on establishing a policy framework for gifted &amp; talented student.</p>	<ul style="list-style-type: none"> <li>● Positive feedback from IAIE visiting team in 2017.</li> <li>● Tutors’ awareness of IE enhanced.</li>   <li>● Positive feedback from students, parents and the programme’s benefits for students.</li>   <li>● Teachers continue to be supported in their work with students who need Learning Support.</li>   <li>● Concluded policy discussion with whole teaching staff team.</li> </ul>	<p>VP (G&amp;A)</p> <p>Principal, Vice Principal (VP)</p> <p>Student Achievement &amp; CCA Coordinators</p> <p>Learning Support Coordinator &amp; 3 Deputy Heads of School</p> <p>Head of Student Development (HOSD)</p>
<p><b>2. Develop &amp; enhance appropriate programs</b></p>			<p>VP(G&amp;A)</p>

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<p>2.1 To enhance Student Development in different areas : House Competition and Activities, Student leadership, Exchange Program, Achievement Award, CCA and Scholarship</p>	<p>2.1 - To build on progress made in enhancing student development in 2015-16.</p> <p>2.1.1 - Facilitate successful election of new student union leaders for 2016-17.</p> <p>2.1.2 - Continue with existing exchanges &amp; explore possible links with Long Island NY, Germany or Scotland.</p> <p>2.1.3 - Offer scholarships to HKDSE students with good performance.</p>	<ul style="list-style-type: none"> <li>● Strong student union leadership team established for 2016 - 17.</li> <li>● Students continue to opt for Hangzhou &amp; Denmark exchanges; Students attend exchange visits in Germany or Scotland</li> <li>● Larger numbers of F5 HKDSE scholars than 2015-16.</li> </ul>	<p>HOSD / DHOUS</p> <p>HOSD</p> <p>Head of Middle School (HOMS)</p>
<p>2.2 Review and strengthen House activities program (House Time) and Personal Growth program (PGP in Lower School</p>	<p>2.2 - Consolidate and review practice in readiness for new proposals in the next 3-year SDP.</p>	<ul style="list-style-type: none"> <li>● Review conducted and enhanced PG programme planned for 2017 – 18.</li> </ul>	<p>VP/HOLS</p>
<p>2.3 Review and strengthen student study &amp; career guidance support in Middle School ---- including sharing for Study Trips and Working Experience</p>	<p>2.3 - Consolidate and review practice in readiness for new proposals in the next 3-year SDP.</p>	<ul style="list-style-type: none"> <li>● Review conducted - Positive feedback from students, parents and the programme’s benefits for students.</li> </ul>	<p>VP / HOMS/CLP Coordinator</p>
<p>2.4 Review and strengthen student career guidance support in Upper School ---- invite more external speakers; CSS alumni to return as motivational speakers</p>	<p>2.4 - Consolidate and review practice in readiness for new proposals in the next 3-year SDP.</p>	<ul style="list-style-type: none"> <li>● Review Conducted. Positive feedback from students, parents and universities on the programme’s benefits for students.</li> </ul>	<p>VP/HOUS/CLP/ Careers &amp; HE Coordinator/OLE Coordinator</p>
<p>2.5 Enhance support for the well-</p>	<p>2.5 - To build on progress made in 2015-16 to ensue students’ well-being.</p> <p>2.5.1 - House system to promote positive</p>	<ul style="list-style-type: none"> <li>● Options proposed for more joint activities for HKDSE/IBDP students in 2016-17.</li> <li>● Greater numbers of upper school</li> </ul>	<p>VP &amp; Core G&amp;A team</p>

<p>being of students</p>	<p>attitudes &amp; behavior, through senior students providing role models for younger students.</p> <p>2.5.2 - To enhance student involvement in keeping the school environmentally friendly.</p> <p>2.5.3. Implementation of sex/sexuality education in the Personal Growth programme undertaken in all forms</p>	<p>students coming forward to mentor/support younger students.</p> <ul style="list-style-type: none"> <li>● A CCA green team established to implement keeping the campus clean and green.</li> <li>● Under the direction of the G&amp;A Core Team, PG programme revised to further support tutors to deliver the programme, with liaison with curriculum areas such as science, PE and I &amp; S.</li> </ul>	<p>VP &amp; Core G&amp;A team</p> <p>G&amp;A Core Team, Head of School Operations</p> <p>VP &amp; G&amp;A Core Team, Student Guidance Counselor</p>
<p><b>3 – monitor student development more effectively</b></p> <p>3.1 To set up i-portfolio for recording students’ achievement</p> <p>3.2 To strengthen the role of tutors in more systematic monitoring of conduct and academic progress of students</p>	<p>3.1 - To implement second year of the three year plan for i-portfolio.</p> <p>3.2.1 - Heads of School to provide coaching for the tutoring role.</p> <p>3.2.2 - Heads of Schools to continue working collaboratively with tutors in monitoring conduct and academic progress of students.</p> <p>3.2.3 - Head of Student Development to work collaboratively with House Coordinators developing six houses to provide opportunities for students.</p>	<ul style="list-style-type: none"> <li>● i-portfolio year 2 plan implemented by end of school year and first records issued to students in F1&amp;2 and F4 &amp; 5.</li> <li>● Tutors more knowledgeable about their tutees’ potential and current progress with tutoring training program.</li> <li>● House Captains more knowledgeable about their House affairs and House members enjoy inter-house competitions, celebrate successes and win house points.</li> </ul>	<p>VP (G&amp;A) HOSD</p> <p>Heads of School with Deputies</p> <p>Head of Student Development, 6 House Coordinators</p>

**3. Updating and enhancing facilities, operations & services to more effectively support the school community’s aspirations**

Strategic Task	2016 – 2017 tasks	Success criteria	Lead staff member
<p>- <b>Enhance CSS campus</b></p> <p>1.1 School building refurbishment – to implement a major school repair programme, in preparation for the school’s 10<sup>th</sup> anniversary</p> <p>1.2 Recognizing the need to maintain a campus that is no longer new, ensure effective and efficient repair and maintenance services</p> <p>1.3 Enhancing basic facilities in recently established spaces – new Lower Ground hall, music studios &amp; multi-purpose rooms</p> <p>1.4 Implement green plans through conserving energy and reducing wastage by involving all stakeholders of the school</p> <p>1.5 Conduct a medium term review of the school’s facilities and services to support future developments</p>	<p><i>Completed</i></p> <p>1.2.1 Tender and begin major repair works through deploying EDB’s major repair grant</p> <p>1.2.2 Continue to conduct necessary repair and maintenance works</p> <p>1.3 Majority of enhancement works completed, minor works to be completed</p> <p>1.4 Establish green plans with stakeholders including a CCA group and begin implementation</p> <p>1.5.1 Devise a medium term programme for air conditioners repair and replacement</p>	<ul style="list-style-type: none"> <li>● Campus repairs conducted effectively during the year.</li> <li>● Feedback from staff and student users used to inform further improvement</li> <li>● Completion of all necessary works, equipment installed and being used effectively</li> <li>● Plans established with student involvement</li> <li>● Programme for next 3 – 4 years drafted</li> </ul>	<p>Project Director, Head of School Operations, premises team</p> <p>Head of School Operations, premises team</p> <p>Head of School Operations, Heads of School</p> <p>Project director, Principal, Head of School Operations</p>

<p>- <b>Strategic Task 2 - upgrade ICT facilities &amp; general operational services</b></p> <p>2.1 Upgrade the Wi-fi and internet provision for students and staff to support effective teaching and learning in school</p> <p>2.2 Continue to explore &amp; monitor the use of ICT to enhance management and school operational processes</p> <p>2.3 Enhance student information database &amp; communication software systems to achieve greater effectiveness</p>	<p>2.1 To monitor the Wi-fi and internet provision for students and staff and identify areas for improvement</p> <p>2.2.1 Further review of current use of ICT and explore further ways to strengthen current success in handling operational processes (eClass, 3 way conference online booking system, etc.)</p> <p>2.2.2 Use EDB SAM grant to implement software solutions</p> <p>2.3 Explore further extensions to student database and digital communications channels</p>	<ul style="list-style-type: none"> <li>● Feedback from staff and student users enable further improvements to be considered</li> <li>● Increased use of ICT by all stakeholders to access school services</li> <li>● EDB grant being utilized in phases</li> <li>● Feedback from all users enable further improvements to be considered</li> </ul>	<p>Head of School Operations, IT Team</p> <p>Head of School Operations, IT Team</p> <p>AP (Admin), Head of School Operations</p> <p>IT Team, Head of School Operations</p>



**4. Securing the school’s profile as an high quality, innovative DSS school with over ten years of successful operation**

Strategic Task	2016 - 17	Success criteria	Leadership
<p><b>Promoting CSS’s Core Values</b></p> <p>1. Promote CSS as a progressive, innovative and forward thinking school where:                      - our learning approach integrates the best of Chinese &amp; international practices                      - academic rigour is complemented by a vibrant and happy school life                      - students develop a strong sense of cultural identity, a passion for life &amp; for making the world a better place                      - students are ready for the challenges of a rapidly changing world</p>	<p>1. Continue to promote the school’s core values, building upon the celebrations of its 10<sup>th</sup> anniversary year in 2016.</p>	<ul style="list-style-type: none"> <li>• Positive feedback from parents, students and staff</li> <li>• Core values to further inform and inspire learning activities &amp; projects</li> <li>• Greater interest in CSS as a high quality school and viable option to mainstream elite schools</li> </ul>	<p>Principal &amp; PR team</p>
<p><b>Promoting CSS’s distinctive position as a DSS school offering both HKDSE &amp; IBDP</b></p> <p>2.1 Promoting the benefits of the school’s unique curriculum model of using the IBMYP to prepare students equally effectively for the HKDSE and IBDP</p> <p>2.2 Promoting the flexible access opportunities and benefits of the school’s unique curriculum structure for a broad range of students</p>	<p>2.1 Continue to promote the benefits of the school’s two Diploma curriculum model to prospective &amp; existing students and parents</p> <p>2.2 Promoting the flexible access opportunities and benefits of the school’s unique curriculum structure and broad range of elective subjects to prospective F3 &amp; F4 students &amp; parents</p>	<ul style="list-style-type: none"> <li>• Greater understanding of the different benefits of each Diploma, and more balanced uptake of both Diplomas by CSS students.</li> <li>• More interest from prospective students and more students applying to join CSS in Form 3 and Form 4</li> </ul>	<p>Principal &amp; Vice Principal (Academic)</p> <p>Principal and PR team</p>

<p><b>Promoting the achievements of CSS students</b></p> <p>3.1 Continue to showcase CSS students’ talents through the arts, technology, sports and other activities</p> <p>3.2 Celebrate the progression of CSS students to tertiary institutions in Hong Kong &amp; worldwide</p> <p>3.3 Promote the success of CSS alumni network at uni &amp; beyond</p>	<p>3.1 Continue to showcase CSS students’ talents through Open Day, Arts Shows and other events</p> <p>3.2 Publicise the progression of CSS students over past 5 years to tertiary institutions in Hong Kong &amp; worldwide</p> <p>3.3 Invite Alumni who have graduated from University to return to school to speak to parents and students</p> <p>3.4 Plan to establish a CSS Alumni Association</p>	<ul style="list-style-type: none"> <li>• Greater number of CSS students being involved in performances &amp; competitions, receiving awards</li> <li>• Greater recognition by tertiary education institutions of CSS as a unique, innovative school.</li> <li>• CSS students going to universities obtaining support from alumni network in HK and overseas</li> <li>• Alumni Association established during the next 3 year SDP.</li> </ul>	<p>Head of student development, Head of Arts, PR team Careers &amp; HE Adviser</p> <p>VP (G&amp;A) &amp; Head of School Operations,</p>
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