CSS 2015 – 2016 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 2015 – 2016 is the second 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. It aims to take the school forward towards meeting its major challenge of sustaining and consolidating its initial successful development

This plan has been endorsed by the CSS Board of Directors meeting on 19 November 2015.

Cheung Siu Ming
Principal

November 2015

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

Strategic Task in 3 year plan	2015– 16 tasks	Success criteria	Lead staff member
1. Staff deployment & development 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. 1.2 Professional development – for teaching HKDSE, for English Language Learning, SEN, differentiation and ICT 1.3 Introduce more lesson observation and feedback for teaching staff to enhance professional sharing of good practice and self-evaluation.	1.1 key staff to continue attending HKDSE seminars offered by EDB & share updates with teaching team. 1.2 Focus on staff-delivered PD on learning support strategies and language across the curriculum 1.3 continue with lesson observation & feedback within faculties, including peer observation	● HKDSE expertise actively shared between teachers ● Greater sharing of good practice in meeting needs of ESL students and students with learning challenges ● Greater sharing of good practice between teachers in classroom management & other teaching skills	VP (Academic Advancement) VP(AA) & HKDSE Coordinator VP(AA) with PD team, LS Coordinator VP(AA)
2 Curriculum Development 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 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 2.3 Develop PE curriculum for F5 & 6 students – consider IB Sport, Exercise and Health Science, HKDSE Applied Learning Course on sport	1. Develop framework for promoting "Approaches to Learning" (ATL) skills set 2. Continue to deliver GCSE Chinese course to NCS students, and respond to other developments such as IGCSE 3. Explore HKDSE PE course as an additional elective to be offered in future	● Junior secondary students being more aware of the importance of developing their ATL skills ● NCS students enjoy a progression and continuity of learning Chinese as a 2nd language with access to well-recognised exam qualifications ● HKDSE PE course considered	VP(AA) VP(AA) , 3 Coordinators Head of Chinese Faculty + NCS Coordinator VP(AA) & Head of PE & HKDSE & IBDP Coordinators

3. Enhancing students' learning			VP(AA)
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	3.1 Review current approaches to developing senior students' information literacy and other study skills	● Evidence of students' effective progress in both Diplomas.	VP(AA) , Library Manager, ICT Coordinator
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	3.2 Faculties to review their current T & L strategies in F1 & F2, particularly differentiation	● students in F1 and 2 are able to 1) access the English-based curriculum, and 2) experience success and learn effectively according to their ability	VP(AA), Learning Support Coordinator, MYP coordinator
3.3 Develop a framework of lesson observation and feedback to identify and share good practice	3.3 Review and refine the framework at end of the year	● Greater staff ownership of clear framework for lesson observation	VP(AA)
4. Evaluating curriculum effectiveness			VP(AA)
4.1 Strengthen standardization across all faculties and disciplines	4.1 review current practices of standardization of assessment & introduce refinements as necessary	● Standards of assessment are consistent within and across Faculties	VP(AA) , Curriculum Coordinators & HoFs
4.2 To explore value-added systems to inform and validate the school's internal processes of monitoring and facilitating student progress	4.2 Explore correlation of students' MYP performance with their performance in HKDSE and in IBDP	● Outcomes of correlation exercise shared and discussed by staff, to inform future practice	VP(AA) and 3 curriculum coordinators

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

Strategic Task	2015 – 16 tasks	Success criteria	Lead staff member
1. develop & enhance appropriate policies & processes			VP (G&A)
1.1 To deepen the Implementation of Invitational Education (IE) core values with whole school approach including teaching staff, support staff, students and parents	1.1.1- To continue to implement IE progressively after receiving the Fidelity Award 1.1.2 - To utilise the principles of IE to facilitate optimal implementation of the HKDSE to a cohort in Form 5	● Attend IE Conference to receive the Fidelity Award 2015 in New York in October 2015 and share with students, staff & parents ● Positive feedback from IAIE visiting team in April 2016 ● F5 HKDSE students positively motivated and making good progress	Principal, Vice Principal (VP) VP Head of Upper School (HOUS)
1.2 To develop Service and Action opportunities for students	1.2 -To maintain progress made in 2014 - 5 to further enhance Action & Service opportunities for students	● Continue to offer a broad range of activities for each year group	Student Achievement & CCA Coordinators
1.3 To continue strengthening Learning Support framework	1.3 - Maintain and update existing register of students with additional needs	● Learning Support team able to track and support students on the register; ● Staff PD to share good practice and resources to support students	Learning Support Coordinator & 3 Deputy Heads of School
1.4 To set up Gifted & Talented policy and practice	1.4 - Continue work on establishing a policy framework for gifted & talented student	● draft policy circulated to stakeholders for comment.	Head of Student Development (HOSD)
2. Develop & enhance appropriate programs			VP(G&A)
2.1 To enhance Student Development in different areas : House Competition and	2.1.To build on progress made in enhance-ing student development in 2014 – 15: 2.1.1 - facilitate successful election of new	● Strong student union leadership team	

Activities, Student leadership, Exchange Program, Achievement Award, CCA and Scholarship	student union leaders for 2015 – 6	established	HOSD / DHOUS
	2.1.2 - continue with existing exchanges & explore new exchange opportunities	● Students continue to opt for Hangzhou & Denmark exchanges; initial links established with Scotland, USA and Guangzhou	HOSD
	2.1.3 - encourage more F4 students entering HKDSE programme to apply for CSS academic scholarships	● Larger numbers of F5 HKDSE scholars than 2014 – 15	Head of Middle School (HOMS)
2.2 Review and strengthen House activities program (House Time) and Personal Growth program (PGP in Lower School	2.2 To build on progress made in Lower School developments in 2014 – 15: 2.2.1 – support tutors assigned to every house group to enhance new midday house time introduced in 2015 - 6 2.2.2 – Initiate F2 China camps in April 2016.	● Positive feedback from teachers, students and parents regarding new tutor time arrangements ● F2 China camps successfully implemented	HOLS HOLS
2.3 Review and strengthen student study & career guidance support in Middle School ---- including sharing for Study Trips and Working Experience	2.3 To build on progress made in Middle School in 2014 – 15: 2.3.1 New role of CLP coordinator established to enhance career guidance & work experience in F3 & F4 2.3.2 F3 study visits planned in new timeslot at end of April 2016	● Positive feedback from students, parents and employers/speakers regarding work experience and careers guidance work in F3 & F4 ● Study visits to NZ, Japan, Laos, Vietnam and Bali implemented successfully.	VP / HOMS HOMS
2.4 Review and strengthen student career guidance support in Upper School ---- invite more external speakers; CSS alumni to return as motivational speakers	2.4 To build on progress made in Upper School in 2014 – 15: 2.4.1 Continue with University Fair & programme of visiting speakers from a range of tertiary institutions 2.4.2 explore opportunities for students in the two Diplomas to engage in activities & projects together	● Positive feedback from students, parents and universities on the programme's benefits for students ● Options proposed for more joint activities for HKDSE/IBDP students in 2016 – 17	HOUS HOUS

2.5 Enhance support for the well-being of students	2.5 To build on progress made in 2014 – 15 to ensue students' well-being: 2.5.1 - Allocate support tutors for every Upper School house group to enhance effective use of new midday house time 2.5.2 - Enrich PGP programme & tutors' work in general through IE and Positive Education principles 2.5.3 - House system to promote positive attitudes & behavior, through senior students providing role models for younger students 2.5.4 - To enhance student involvement in keeping the school canteen environmentally friendly	● new tutor time arrangements providing more effective channels for tutors to support students ● Students demonstrating greater sense of purpose and optimism ● Greater numbers of upper school students coming forward to mentor/support younger students ● A student helper team from F.3 to F.5 established to implement keeping the canteen clean and green	VP & Core G&A team VP & Core G&A team VP & Core G&A team G&A Core Team, Head of School Operations
3 – monitor student development more effectively 3.1 To set up i-portfolio for recording students' achievement 3.2 To strengthen the role of tutors in more systematic monitoring of conduct and academic progress of students	3.1 - to implement first year of the three year plan for i-portfolio 3.2.1 Heads of Schools to continue working collaboratively with tutors in monitoring conduct and academic progress of students 3.2.2 Head of Student Development to work collaboratively with House Coordinators developing six houses to provide opportunities for students	● i-portfolio year 1 plan implemented by end of school year and first records issued to students ● Tutors more knowledgeable about their tutees' potential and current progress with tutoring training program ● House Captains more knowledgeable about their House affairs and House members enjoy inter-house competitions, celebrate successes and win house points	VP (G&A) HOSD Heads of School with Deputies, Head of Student Development, 6 House Coordinators

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

Strategic Task	2015 – 2016 tasks	Success criteria	Lead staff member
- **Enhance CSS campus** 1.1 School building refurbishment – to implement a major school repair programme, in preparation for the school's 10th anniversary	1.1a Continue to apply to EDB for major repair grant; 1.1b Complete redecorations & minor improvements to campus planned for in 2014 - 5	● Secure EDB grant ● redecorated campus fit for the purpose of promoting the school during 10th anniversary year.	Project director, Head of School Operations
1.2 Recognizing the need to maintain a campus that is no longer new, ensure effective and efficient repair and maintenance services	1.2 Continue to conduct necessary repair and maintenance works	● Campus repairs conducted effectively during the year.	Head of School Operations, premises team
1.3 Enhancing basic facilities in recently established spaces – new Lower Ground hall, music studios & multi-purpose rooms	1.3 Review effectiveness of enhancements to recently established spaces & consider further improvements	● Feedback from staff and student users used to inform further improvements	Head of School Operations, premises team
1.4 Implement green plans through conserving energy and reducing wastage by involving all stakeholders of the school	1.4 Continue to consider with stakeholders energy & waste reduction schemes	● Priorities and viable schemes developed for implementation	Head of School Operations, Heads of School
1.5 Conduct a medium term review of the school's facilities and services to support future developments	1.5.1 Implement review of school storage facilities 1.5.2 consider additional classroom in LG level 1.5.3 conduct audit of air conditioners on campus after 10 years of service	● Available storage spaces effectively used ● Plans drawn up for additional classroom on LG level ● Audit informs a rolling plan for repair and replacement of air-conditioners	Project director, Principal, Head of School Operations

- **Strategic Task 2 – upgrade ICT facilities & general operational services** 2.1 Upgrade the Wi-fi and internet provision for students and staff to support effective teaching and learning in school 2.2 Continue to explore & monitor the use of ICT to enhance management and school operational processes 2.3 Enhance student information database & communication software systems to achieve greater effectiveness	2.1 Monitor and review effectiveness of upgraded wifi and internet connection 2.2 Monitor and review new operational process such as e-registration parents App and online 3 way conference bookng 2.3 Monitor and review extensions to student database and digital communications channels	• Feedback from staff and student users enable further improvements to be considered • Feedback from parents enable further improvements to be considered • Feedback from all users enable further improvements to be considered	Head of School Operations, Digital Learning Coordinator Head of School Operations, Digital Learning Coordinator IT Team, Head of School Operations

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

Strategic Task	2015 - 16	Success criteria	Leadership
Promoting CSS's Core Values 1. Promote CSS as a progressive, innovative and forward thinking school where: - our learning approach integrates the best of Chinese & 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 & for making the world a better place - students are ready for the challenges of a rapidly changing world	1. Promote the school's core values throughout the celebrations of its 10th anniversary year and as the recipient of the IAIE's Fidelity Award.	• Positive feedback from parents, students and staff • Core values beginning to inform and inspire learning activities & projects • Greater interest in CSS as a high quality school and viable option to mainstream elite schools	Principal & PR team
Promoting CSS's distinctive position as a DSS school offering both HKDSE & IBDP 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 2.2 Promoting the flexible access opportunities and benefits of the school's unique curriculum structure for a broad range of students	1. Continue to promote the benefits of the school's unique two Diploma curriculum model to existing students 2. Promoting the flexible access opportunities and benefits of the school's unique curriculum structure and broad range of elective subjects to prospective students	• Greater understanding of the different benefits of each Diploma, and more balanced uptake of both Diplomas by CSS students. • More interest from prospective students and more students applying to join CSS in Form 3 and Form 4	Principal & Vice Principal (Academic) Principal and Admissions Manager
Promoting the achievements of CSS students 3.1 Continue to showcase CSS students'	1. Continue to showcase CSS students' talents through 10th Anniversary celebration events	• Greater number of CSS students being involved in performances & competitions, receiving awards	Head of student development

talents through the arts, technology, sports and other activities 3.2 Celebrate the progression of CSS students to tertiary institutions in Hong Kong & worldwide 3.3 Promote the success of CSS alumni network at uni & beyond	2. Publicise the progression of CSS students over past 4 years to tertiary institutions in Hong Kong & worldwide 3. Invite Alumni to return to school for 10th Anniversary celebrations	• Greater recognition by tertiary education institutions of CSS as a good school • CSS students going to universities obtaining support from alumni network in HK and overseas	Careers & HE Adviser VP (G&A) & Head of School Operations