St. Francis Xavier's College

School Annual Plan
(2018-2019)

Vision and Mission

1.1 St. Francis Xavier's College shall operate as a "Catholic" school. Its "Catholic" identity shall be recognized in so far as it conforms with the criteria set by the Catholic Church [see Canon 803 §§1-3 and related Canons 804-806 of the *Code of Canon Law* (promulgated in 1983), quoted in the Appendix; also refer to Vatican II, *Declaration on Christian Education* (28 October 1965), 8-9; Congregation for Catholic Education, Instruction "*The Religious Dimension of Education in a Catholic School*" (7 April 1988)].

With a determination to carry on the contribution of the Catholic Church to education, the School, as its vision and mission, shall uphold and pass on the following **core values** to young people to prepare them properly for their life and future responsibilities –

1.1.1 **Truth:** It is what the human intellect is searching for –
   (a) Human reason's capacity for truth must be upheld, and the desire for truth, especially the truth about God and about the meaning of life, must always be encouraged and kept alive.
   (b) Wisdom, which enables a person to distinguish right from wrong, and good from evil, must be treasured above all other kinds of knowledge.
   (c) Honesty demands that a person tell the truth and put it into practice, even at the cost of making a great sacrifice.

1.1.2 **Justice:** It is the moral virtue that consists of a constant and resolute will to give to God and one's neighbours their due –
   (a) Justice towards God is called the "virtue of religion"; and justice towards one's neighbours disposes one to respect the rights of others and to establish in human relationships the harmony that promotes equity with regard to individual persons and to the common good.
   (b) Human dignity can be protected and promoted, and the wellbeing of society can be achieved, only if human rights are respected and individuals undertake their responsibilities for one another, for their own families, and for society.

1.1.3 **Love:** It is the greatest of all virtues –
   (a) God, the source of life and goodness, has created everything out of love, and has called the whole human family to be His children. As a member of God's family, one's goals in life are to share God's happiness, to love God above all things and love one's neighbours as brothers and sisters.
   (b) Jesus Christ, the Son of God, the Saviour of humankind, is the model of selfless love and humble service to others.
   (c) The practice of all the virtues is to be inspired and motivated by love, so that all aspects of human life and interpersonal relationship may be bound together in perfect harmony.
   (d) Love surpasses the strict measure of justice and urges one to care for the poor and the needy, and to make a preferential option for the underprivileged and marginalized in society.

1.1.4 **Life:** It is a priceless gift from God and is sacred in itself –
   (a) Every human person is created in the image of God and has the right to life, which must be respected from its conception to its natural end.
   (b) In the spirit of the "Beatitudes" as taught in the Gospel, the tribulations and adversities in life are to be faced with serenity and hope.
   (c) Every person is entitled to have whatever is necessary for a decent and dignified existence.
   (d) Only a society which respects human life can bring happiness to all.

1.1.5 **Family:** It is the basic unit of society –

    (a) Only pure love, the unreserved mutual self-giving between husband and wife, is truly gratifying; a happy, wholesome marriage is prepared by the practice of the virtue of chastity and sustained by fidelity and an indissoluble, lifelong commitment.

    (b) Inasmuch as sex is an integral part of conjugal life and has its own dignity, a balanced sex education must follow a holistic and in-depth approach, with emphasis on the virtues of self-discipline and mutual respect between a man and a woman.

    (e) Marriage is the foundation of a family; an intact and united family is a permanent support for husband and wife, and for parents and children, in achieving their goals in life; an intact and united family is likewise a most favourable setting for the upbringing of children and young people, and a necessary condition for the wellbeing of human society.

1.2 The School shall cultivate the above **core values** by –

1.2.1 upholding the time-honoured practice of respecting and collaborating with stakeholders with diverse backgrounds in achieving the School's vision and mission as set out in this Article, in the awareness that the success of education depends on the joint effort of all parties concerned (refer to Canon 796§2 and Canon 800§2 of the *Code of Canon Law*, quoted in the Appendix);

1.2.2 providing a family environment imbued with mutual trust and love in the School; and

1.2.3 incorporating in the formal school curriculum Religious Education courses designed by the SSB (as defined herein), and fostering a Catholic spirit through religious practices held regularly in the School, such as morning prayers and religious activities held regularly for staff and students.

1.3 The School was established by "The Visitor in Hong Kong of the Institute of the Marist Brothers of the Schools" whose founder St. Marcellin Champagnat had passed on the following beliefs and ideals as an integral part of his educational vision and mission –

1.3.1 That we should make Jesus known and loved among the young and the children, especially the poor and the least favoured.

1.3.2 That to bring up children properly, we must love them, and love them all equally.

1.3.3 That each of our students would cherish the love of God and accordingly develop his potentials fully, lead a meaningful life as an individual, and take a contributing role in society.

1.4 With due regard for the core values set out in Article 2.1, the School shall also strive to put the aforementioned beliefs and ideals into practice by inculcating in the school environment the following –

1.4.1 Opportunity be provided for the students to learn the Gospel of Christ in order to enrich their spiritual life.

1.4.2 Our students be nurtured with Marist Style of Education that they may get a whole-person education and develop their moral, intellectual, physical, social and aesthetic potentials.

1.4.3 That our students be instilled with the proper moral values so that they have positive goals of life, and have concern about others in the society.

1.4.4 That our students may build up with confidence, interpersonal relationship and leadership skills so that they are able to meet future challenges and changes.

Our Strengths
1. As a Marist school, our mission and vision of loving all children as equal individuals are being upheld even under different changing demands of society.
2. As a Catholic school with a long history, our school has established a good reputation among parents and is well-known in the district. Parents trust and respect the school by showing great support.
3. The atmosphere in school is caring and harmonious. A good rapport and family spirit have been established. Our students are proud of being Xaverians and they have a strong sense of belonging to the school.
4. Students' proficiency to learn in English and the long history of English learning environment allow us to continue to use English Language as our medium of instruction.
5. A strong alumni network has been developed. The SFXC Foundation contributed by ex-students gives unfailing support to the development of the alma mater.
6. Teachers are enthusiastic and are willing to improve their pedagogical approaches to enhance the teaching effectiveness.

Our Weaknesses
1. It is difficult to pervade the Marist tradition due to the decreased small number of Marist Brothers.
2. The school campus has limited space for activities and some facilities cannot catch up with modern standard.
3. Students lack the independent learning ability and effective study skills.
4. Though the number of students is less than before, the workload to provide student support is increasing on the other hand.

Our Opportunities
1. Extra subsidy from the government and the external resources from different organizations foster school development.
2. The interflows and collaborations among schools in various aspects enhance teaching and non-teaching work.
3. The development of i-Teaching and STEM in education enhance the learning motivation and teaching effectiveness.
4. The continuous development in YTM district brings an increase in population which enables us to have sufficient number of students.

Our Threats
1. In recent years, teens are addicted to the electronic media, e.g. mobile phones, which lowers students' academic performance, and negatively affects the morality and family relationship of students.
2. Over emphasis on academic results and a lack of proper life/value education has weakened students' overall well being.
3. The 'Integrated Policy' of the government results in more intake of SEN and NCS students and leads to a greater learners' diversity in school.
4. The unstable population in F.1 intake brings uncertainty to schools in HK.

School Annual Plan for 2018-2019

1. That maintains SFXC a vibrant learning community which brings about effectiveness and innovation in L&T practices.

Intended outcome / Targets:					
i. The learning and teaching effectiveness is further enhanced by professional exchanges and development					
Strategies	**Time Scale**	**Success Criteria**	**Methods of Evaluation**	**People Responsible**	**Resources Required**
a. Organize professional exchange for teachers					
- Arrange professional exchange programmes with other schools on one TDD	Nov 2018	Conduct at least one TDD session for visiting other schools for professional exchange	Questionnaire	Head of Staff Development Committee	
- Organize subject based lesson observations and sharing sessions with teachers in other schools	Oct 2018 to May 2019	Arrange professional interflow with other schools for teachers from at least five different subjects	Questionnaire	Principal Heads of subject related	
b. Arrange professional development programmes for teachers.					
- Learn effective teaching practices through professional sharing in Staff Meetings	Oct 2018 to May 2019	Arrange at least three sharing sessions about effective teaching practices in Staff Meetings	Staff Meeting record	Head of L & T Enhancement Committee	
- Conduct a preference study to prioritise the sequence of taking SEN course among teachers	Sept 2018	Finish the study in Sept 2018	Committee report	VP2	
- Assign teachers to attend SEN courses	Oct 2018 to May 2019	At least 6 teachers complete either Basic Course, Advanced or Thematic courses	Committee report	VP2	
- Conduct a teacher survey to understand the training needs of teachers and draft a 3 year proposal for staff development	Oct 2018 to Dec 2018	Finish the study in Dec 2018 and submit a proposal to the school in Jan 2019	Committee report	Head of Staff Development Committee	

Strategies	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
- Provide information of relevant courses/trainings for professional development	Sept 2018 to Jun 2019	Compile information of relevant trainings for teachers' reference	Committee report	Head of Staff Development Committee	
c. Conduct Student Survey for teachers' professional development purposes - Run a pilot Student Survey for professional development purposes	Feb 2019	At least 10 teachers join the pilot study and 60% find the study beneficial for their professional development	Report and Statistics	VP1	

Intended outcome / Targets:					
ii. The learning & teaching competence is fostered by innovative practices					

Strategies	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
a. Promote the use of IT in enhancing learning & teaching - Provide pedagogical support to teachers for using IT in teaching in different level and disciplines	Whole year	Encourage teachers to adopt IT in their teaching and at least 60% of the practitioners find their teaching efficiency is enhanced	Report & Statistics	Head of L&T Enhancement Committee	
- Promote Flipped Classroom in junior ICT, Sci and Maths	Whole year	At least 5 lesson modules are taught using flipped classroom	Committee report	Head of L&T Enhancement Committee	
- Develop a school-based e-learning platform	Dec 2018	Set up a school-based e-learning platform	Committee report	Head of IT Committee	
- Employ an extra IT technician to further develop and fully utilize the IT resources to enhance teaching in different direction	Sept 2018	Employ an extra IT technician	Report	Principal	
- Purchase online public examination question banks for self-directed learning	Sept 2018	60% of the participating teachers and students find the question banks	Report and Statistics	Head of L&T Enhancement	

		useful in promoting learning effectiveness		Committee	
b. Build up an effective teaching community through lesson study.		*(To be done in the following years)*			
c.   Encourage peer learning community among students.

-    Encourage peer learning groups in class-based or subject-based manner | Sept 2018 to May 2019 | 60% of the teachers and students involved find the practice beneficial | Reports from related i/c | VP1 Head of L&T Enhancement Committee | |
| d.   Promote STEM education through cross-curriculum collaboration

-    Review the current STEM education and suggest a plan in promoting the STEM education in the whole school approach manner | Before Dec 2018 | A whole-school approach plan in promoting the STEM education is drafted | Report | Principal STEM Co-ordinator | |
- Provide STEM programmes to our junior form students	Sept 2018 to July 2019	At least one activity for each junior level in the curriculum	Report	STEM Co-ordinator	
- Encourage students to participate in STEM related external activities / services / competitions / exhibitions	Sept 2018 to May 2019	At least 20% of our junior form students attend STEM activities / services / competitions / exhibitions for students	Report and Statistics	STEM Co-ordinator	
- Establish a new STEM Activity Room.	Aug 2019	New STEM room is ready for use in September 2019	Report	STEM Co-ordinator	
- Join the School-based Support Services to enhance the STEM education in junior forms	Sept 2018 to May 2019	Teachers involved in the project are satisfied	Report and Statistics	STEM Co-ordinator	

	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
e. Promote reading across the curriculum					
- Utilise e-resources to promote reading during reading lesson	Sept 2018 to May 2019	60% of the teachers and students find the e-resources motivating	Report and Statistics	Head of L&T Enhancement Committee	
- Reform existing reading scheme to encourage students to read	Sept 2018 to May 2019	The total number of books borrowed increases by 10%.	Report and Statistics	Head of L&T Enhancement Committee	
- Organize cross-curricular theme-based reading activities during reading lessons	Sept 2018 to May 2019	At least three theme-based reading activities are organized throughout the year	Report and Statistics	Head of L&T Enhancement Committee	
- Organize extra-curricular activities to promote reading habits e.g. forming Reading Club and Librarians' reading group	Sept 2018 to May 2019	Form a Reading Club or Librarians' reading group and organize reading sharing sessions or other promotional activities regularly	Report and Statistics	Librarian	

Intended outcome / Targets:
iii.   Learners' Diversity is catered

Strategies	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
a. Review the remedial and enhancement strategies.					
- Review the current remedial and enhancement strategies and suggest a blueprint to cater for learners' diversity through different remedial and enhancement strategies	Sept 2018	A blueprint in catering for learners' diversity is submitted	Report	VP1	
b. Launch remedial strategies in different levels.					
- Design graded assignment / learning	Sept 2018 to	Related subject panel uploaded the	Report	VP1	

Strategies	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
tasks in designated subjects (i.e. Maths, Eng.)	Aug 2019	graded assignment / learning tasks in their subject folder			
c. Provide suitable gifted programmes to our gifted students in different academic subjects					
- Provide information of suitable gifted programmes to our gifted students in different academic subjects	Sept 2018 to Aug 2019	A record of information provided to gifted students is kept	Committee Report	Head of Academic Affairs Committee	
- Offer special programmes to broaden the horizons of the elite students	Sept 2018 to Aug 2019	60% of the elite students are satisfied with the programmes attended	Committee Report	Head of Academic Affairs Committee	

2.   That SFXC keeps the tradition of being a Catholic School with the Marist Distinctive Styles.

Intended outcome / Targets:					
i. The Marist styles and Catholic core values are promoted.					
Strategies	**Time Scale**	**Success Criteria**	**Methods of Evaluation**	**People Responsible**	**Resources Required**
a. Review the curriculum and make an overall planning on the nurturing of the target values in our formal and informal curriculum					
- Review the existing curriculum and make an overall planning on the teaching of the above topics through different curriculum e.g. Include the above topics in RSC and MCE e.g. Organise activities to include the above topics in their teaching	Sept 2018 to May 2019	A blue print of the whole school planning is ready	Report	Head of Curriculum and Assessment Committee	
- Provide relevant teaching resources and activities for FTs	Sept 2018 to May 2019	At least 5 teaching packages are devised for teachers and are kept in	Report	Head of Pastoral	

		the Aero Drive for access		Committee	
- Invite alumni to share the above topics in FA lessons	Sept 2018 to May 2019	At least 1 alumnus is invited to give talk in FA for each level	Report	VP2	
b. Offer Staff Development Programmes for teachers on the above topics					
- Include the above topics in New Teacher Induction Programme	Aug 2018	Cover the related topic in the New Teacher Induction programme	Report	VP2	
- Join the Catholic Diocese Training	May 2019	Reserve at least one TDD session for professional training	TDD Report	VP2	
c. Organize related activities to enhance the values education					
- Set guideline to encourage staff participation in student activities.	Sept 2018	A guideline is set for teachers	Report	VP2	
- Arrange activities related to the Marist Styles e.g. drama, board decoration, essay writing, art work, evangelization week, public speaking etc.	Sept 2018 to May 2019	At least 1 activity is organized for each level	Report	Related Panel Heads	
- Invite Marist Brothers and visitors to give talks and sharing	Sept 2018 to May 2019	At least 3 times in each term	Report	P	
- Organize Exchange Programme with overseas Marist Schools	Sept 2018 to May 2019	At least 1 exchange programme is organised and 80% of students involved are satisfied	Report	Head of Student Affairs	

Intended outcome / Targets:
ii. The distinctive tradition of SFXC is maintained.

Strategies	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
a. Strengthen the family spirit and brotherhood of SFXC by different schemes and programmes.					
- Enrich the training for senior form leaders to help them become better role models to the junior schoolmates	Sept/Oct 2018	Incorporate virtue/character building elements into the existing leadership training programme	Committee Reports	Head of Student Affairs Committee & Head of LWL Committee	
- Invite junior alumni to deliver messages in assemblies	Oct 2018 to May 2019	At least 5 alumni are invited to deliver messages in assemblies	Report	VP2	
- Include the above topics in formal curriculum (e.g. RSC and MCE) and informal curriculum (e.g. FAs)	Sept 2018 to May 2019	A record of the topics covered	Report	VP1	
- Optimize the Big Brother Scheme to promote the above spirits	Sept 2018 to May 2019	Incorporate virtue/character building elements into the existing Big Brother Scheme	Committee report	Head of LWL Committee	
- Offer awards to honour students who show cares and concerns to 'little brothers'	July or Sept 2019	Award giving in a public occasion	Committee report	Head of LWL Committee	
b. Build up an inclusive culture in the school.					
- Develop policy for 'inclusive culture building' and make known to students, parents and working staff	Dec 2018	A policy is drafted and has made known to different stakeholders	Report	VP2	

- Organize activities to promote 'inclusive culture'	Sept 2018 to May 2019	At least 3 activities are organised and 60% of the participants are satisfied with the promotion of inclusive culture	Report & statistics	Head of Counselling Committee	
- Include the above topics in formal curriculum (e.g. RSC, MCE)	Sept 2018 to May 2019	A record of the topics covered	Report	VP1	
- Offer staff development programme on the topic	Sept 2018 to May 2019	Reserve at least one TDD session for professional training	Committee report	Head of Staff Development Committee	