

**The ELCHK Yuen Long Lutheran Secondary School**  
**School Year Plan 2015 – 2016**  
**Excellence with Love**

**Area of Concern 1: Refinement of Administrative Structure and Supportive System**

<b>Target 1: To refine the administrative structure and raise the efficiency of the operation of committees</b>			
<b>Strategies / Tasks</b>	<b>Success Criteria</b>	<b>Person-in-charge/ Committee</b>	<b>Resources required</b>
1.1 Gradually merge committees with similar function. ◆ Establish School Improvement Committee to replace School Affairs Committee and School Performance Study Unit ◆ Restructure Academic Affairs Committee ◆ Merge Student Life Planning Education Unit with Career Guidance Committee ◆ Merge Physical Education Unit with Extra-curricular Activities Committee	◆ Completion of work as scheduled ◆ 80% of committee members involved are satisfied with the operation and efficiency of committees after merging ◆ The chairperson of each committee reviews its operation and efficiency at the end of school year, and propose refine suggestions based on its review	Principal, Vice Principals, School Improvement Committee, Academic Affairs Committee, Career Guidance Committee, Extra-curricular Activities Committee	
1.2 Assign deputies of major committees and departments to assist in the planning, implementation and evaluation of programme plans ◆ New deputies of School Improvement Committee, Discipline Committee, Academic Affairs Committee, Religion Committee and Career Guidance Committee	◆ Completion of work as scheduled	Principal, Vice Principals, School Improvement Committee, Discipline Committee, Academic Affairs Committee, Religion Committee, Career Guidance Committee	

<p>1.3 Professional Training and Support for Administrative Staff</p> <ul style="list-style-type: none"> <li>◆ Provide profession training for administrative staff to enrich understanding and enhance confidence in administration</li> <li>◆ Professional sharing session for Heads of Departments and chairpersons of committees with less than three years of chairing experience</li> </ul>	<ul style="list-style-type: none"> <li>◆ Professional training for at least once is carried out in each term</li> <li>◆ 80% of trained staff agree the training helps with administrative work</li> <li>◆ Professional sharing session is held at least twice for Heads of Departments, chairpersons and deputies of committees with less than three years of chairing experience</li> <li>◆ 80% of attendees agree the training helps with administrative work</li> </ul>	Principal, Staff Professional Development Committee	
<b>Target 2: Enhancement of Support for New Teaching Staff</b>			
Strategies / Tasks	Success Criteria	Person-in-charge/ Committee	Resources Required
<p>2.1 Enhance training for new teaching staff, facilitate their understanding of the school's operation and culture, alongside teaching profession</p> <ul style="list-style-type: none"> <li>◆ Provide professional development workshops for teachers with less than three years of teaching experience at the school</li> </ul>	<ul style="list-style-type: none"> <li>◆ At least 3 training workshops are held per year and each teacher reflects on their teaching professionalism</li> <li>◆ 80% of attendees agree the strategy helps with boosting the development of professional teaching</li> </ul>	Principal, Staff Professional Development Committee	
<p>2.2 Provide life mentors for new teaching staff</p> <ul style="list-style-type: none"> <li>◆ Assign life mentors for new teaching staff with less than three years of teaching experience at the school; assisting in fostering the continuity of the school culture and core value</li> </ul>	<ul style="list-style-type: none"> <li>◆ 80% of attendees agree the strategy helps with boosting the development of professional teaching</li> <li>◆ At least 3 meetings are arranged per year and 80% of attendees are satisfied with the arrangement</li> </ul>	Principal, Staff Professional Development Committee	

<b>Target 3: Strengthening Support for School Partnership</b>			
<b>Strategies / Tasks</b>	<b>Success Criteria</b>	<b>Person-in-charge/ Committee</b>	<b>Resources Required</b>
3.1 Strengthen the communication and bonding with Parent-Teacher Association and Alumni Association <ul style="list-style-type: none"> <li>Principal and Vice Principal (Academic Affairs) attend meetings of Parent-Teacher Association</li> <li>Vice Principal (Student Affairs) attend meetings of Alumni Association</li> </ul>	<ul style="list-style-type: none"> <li>80% of members of School Partnership Committee, Parent-Teacher Association and Alumni Association are satisfied with the arrangement</li> </ul>	Principal, Vice Principals, School Partnership Committee	
<b>Target 4: Refinement of Assignment Inspection</b>			
<b>Strategies / Tasks</b>	<b>Success Criteria</b>	<b>Person-in-charge/ Committee</b>	<b>Resources Required</b>
4.1 Review the existing mechanism of assignment inspection and suggest a refined plan to foster professional communication among Heads of Departments and department members <ul style="list-style-type: none"> <li>Academic and Curriculum Development Committee and Heads of Departments review and make recommendations regarding the school's academic development and specific features of each subject</li> </ul>	<ul style="list-style-type: none"> <li>2015-16 review is completed and propose refined plans for implementation in 2016-17</li> </ul>	Academic and Curriculum Development Committee, Heads of Departments	
<b>Target 5: Refinement of Complaint Management System</b>			
<b>Strategies / Tasks</b>	<b>Success Criteria</b>	<b>Person-in-charge/ Committee</b>	<b>Required Resources</b>
5.1 Participate in "Pilot Project on Enhancement of Complaint Management System in Schools" (the Project) launched by Education Bureau <ul style="list-style-type: none"> <li>Provide training for teachers and in-school sharing associated with the Project</li> </ul>	<ul style="list-style-type: none"> <li>Completion of training programmes and at least one in-school sharing conducted by the Principal, Vice Principal, administrative staff</li> <li>80% of staff involved is satisfied with the arrangement</li> </ul>	School Improvement Committee, Executive Committee	

<p>5.2 Improve and implement school-based complaint management mechanism</p> <ul style="list-style-type: none"> <li>◆ Refine the existing mechanism for managing complaints with reference to recommendations suggested in “Pilot Project on Enhancement of Complaint Management System in Schools” and based on the school situation</li> </ul>	<ul style="list-style-type: none"> <li>◆ Establish a refined school-based complaint management mechanism in 2015-16 and implement it in 2016-17</li> <li>◆ 80% of staff involved is satisfied with the arrangement</li> </ul>	School Improvement Committee, Executive Committee	
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### Area of Concern 2: Strengthening Teaching Planning and Support to Raise Teaching Effectiveness

Target 1: Strengthening analysis and feedback of exam and test results			
Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
<p>1.1 Purchase students’ DSE papers</p> <ul style="list-style-type: none"> <li>◆ At least one set of paper per subject</li> <li>◆ Complete purchasing procedures before end of July</li> <li>◆ Release data to Heads of Departments before mid-September</li> </ul>	<ul style="list-style-type: none"> <li>◆ Completion of work as scheduled</li> <li>◆ 80% of Heads of Departments are satisfied with the arrangement</li> </ul>	Academic Affairs Committee	
<p>1.2 Student Academic Analysis Unit analyzes public and internal exam results regularly to identify students’ strengths and weaknesses</p> <ul style="list-style-type: none"> <li>◆ Analyze two uniform tests and term examinations, DSE and the value-addedness of subjects and release analyzed data</li> </ul>	<ul style="list-style-type: none"> <li>◆ Six times of release of analyzed data in the whole year by Statistic Analysis Sub-committee</li> </ul>	Academic and Curriculum Development Committee, Statistic Analysis Sub-committee	
<p>1.3 Academic and Curriculum Development Committee discusses analyzed exam data and formulate appropriate follow-up actions</p> <ul style="list-style-type: none"> <li>◆ Subject representatives discuss measures in meetings of Academic Curriculum Development Committee, devising follow-up measures for specific subjects</li> <li>◆ Evaluate effectiveness of Dream University Workshop and enhancement programs including programs for elite, average and</li> </ul>	<ul style="list-style-type: none"> <li>◆ 80% of Heads of Departments find the analysis useful in improving teaching effectiveness</li> <li>◆ All subjects have a higher pass rate than the rate of all Hong Kong day schools</li> <li>◆ 80% of subjects have higher a credit rate(L4 and L5) than the rate of all Hong Kong day schools</li> <li>◆ 80% of subjects attain positive value-added scores</li> </ul>	Academic and Curriculum Development Committee	

#	remedial groups			
1.4	Provide training for teachers' professional development, enhance teaching strategies and promote subject teachers' professional sharing <ul style="list-style-type: none"> <li>◆ Arrange sharing session about strengthening teaching strategies on Teachers' Professional Development Day/ Staff Meeting</li> </ul>	<ul style="list-style-type: none"> <li>◆ Organize at least one professional development program for teachers to enhance teaching strategies per year</li> <li>◆ 80% of teachers find the training program useful in promoting teaching effectiveness</li> </ul>	Academic and Curriculum Development Committee, Teachers Professional Development Committee	
<b>Target 2: Enrichment of English-speaking Environment</b>				
	<b>Strategies/ Tasks</b>	<b>Success Criteria</b>	<b>Person-in-charge/ Committee</b>	<b>Required Resources</b>
2.1	Commence school's major ceremonies in English <ul style="list-style-type: none"> <li>◆ Commence events including Opening Ceremony, Sports Day, Closing Ceremony and Speech Day in English</li> </ul>	<ul style="list-style-type: none"> <li>◆ Completion of tasks as scheduled.</li> <li>◆ 80% of concerned staff has positive feedback</li> </ul>	Ceremonies Staging Unit	
2.2	Enrich English-speaking atmosphere in school library and tuck shop <ul style="list-style-type: none"> <li>◆ Students speak in English while purchasing food and drink, borrowing and returning books</li> <li>◆ Organize regular Friday English lunch time activities</li> <li>◆ Design and establish English-speaking practice and movie-watching routines in "Horizon"</li> </ul>	<ul style="list-style-type: none"> <li>◆ Completion of tasks as scheduled.</li> <li>◆ 80% of concerned teachers find the measures useful in cultivating students' English-speaking habit</li> <li>◆ At least 40 students on average attend Friday lunch time activities</li> </ul>	English Department, Student Knowledge Promotion Sub-Committee	

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2.3	Arrange English teaching assistants and NETs to talk with students in English in the covered playground <ul style="list-style-type: none"><li>◆ Modify daily duty arrangement</li><li>◆ English teaching assistants and NETs on G/F to talk with students in English during recess and lunch time</li></ul>	<ul style="list-style-type: none"><li>◆ Teaching assistants and NETs station in the covered playground for at least three times a week during recess and lunch time</li><li>◆ 80% of concerned teachers find the measures useful in cultivating students’ English speaking habit</li></ul>	English Department, Discipline Committee	
2.4	Organize “The Lark Reading Programme”, junior form Reading Club, and English consultancy online platform <ul style="list-style-type: none"><li>◆ Senior form students attend oral practice in the morning every day</li><li>◆ Groups of junior form students attend English Reading Club and have meetings regularly</li><li>◆ Answer students’ questions on an English consultancy platform once for every two cycles</li></ul>	<ul style="list-style-type: none"><li>◆ Organize at least two reading clubs in the school year and at least eight meetings should be conducted in each term</li><li>◆ 80% English teachers find that the reading clubs improve the participating students’ reading and writing ability</li></ul>	English Department	
	<ul style="list-style-type: none"><li>◆ Use English as the major language for school promotion work</li><li>◆ School notices and the displays on notice boards are in English</li><li>◆ Students use English in the morning assembly to announce and promote events</li></ul>	<ul style="list-style-type: none"><li>◆ Completion of all activities as scheduled</li></ul>	English Department, School Promotion Committee, all departments and committees	
2.5	Organize English Speaking Day for the whole school <ul style="list-style-type: none"><li>◆ Both teachers and students have to communicate in English on English days</li></ul>	<ul style="list-style-type: none"><li>◆ Organize at least five English Days for the school year</li></ul>	English Department	
Target 3: Refine teaching strategies of core subjects				
Strategies/ Tasks		Success Criteria	Person-in-charge/ Committee	Required Resources

<p>3.1 Establish support groups in Chinese, Mathematics and English. Evaluate the transition from junior to senior forms and corresponding teaching strategies</p> <ul style="list-style-type: none"> <li>◆ Each support group proposes concrete enhancement schemes to discuss in the Academic and Curriculum Development Committee meetings and implement the schemes on schedule</li> </ul>	<ul style="list-style-type: none"> <li>◆ 80% of concerned teachers find the enhancement programs useful in improving students' learning efficiency</li> </ul>	<p>Academic and Curriculum Development Committee, support groups of departments</p>	
<p>3.2 Establish junior form Liberal Studies curriculum development team which plans and implements junior form Liberal Studies enhancement programs</p> <ul style="list-style-type: none"> <li>◆ Reform S1 and S2 Liberal Studies curriculum using thematic framework and focusing on both English and Liberal Studies elements</li> </ul>	<ul style="list-style-type: none"> <li>◆ 80% of junior form teachers are satisfied with the arrangement and students' performances</li> </ul>	<p>Academic and Curriculum Development Committee, junior form Liberal Studies curriculum development team</p>	

**Target 4: Promotion of active learning and planning on future teaching and learning strategies**

Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
<p>4.1 Principal and Vice principal observe lessons and then explore ways to develop active learning culture in professional sharing sessions</p> <ul style="list-style-type: none"> <li>◆ Focusing on active learning, during lesson observation, teachers are required to submit teaching plans before the lesson and to participate in a discussion afterwards</li> <li>◆ Discuss and report results from each lesson observation in Academic and Curriculum Development Committee, Heads of Departments and staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>◆ At least 20 teachers are observed</li> <li>◆ Completion of tasks as scheduled</li> </ul>	<p>Principal, Vice Principals</p>	

**Target 5: Promotion of knowledge and enrichment of learning culture**

Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
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5.1	<p>Deploy a Student Knowledge Promotion Officer who is responsible for designing and promoting reading and learning habits</p> <ul style="list-style-type: none"> <li>◆ Establish Student Knowledge Promotion Sub-committee</li> <li>◆ Propose and implement programmes and evaluate their effectiveness</li> </ul>	◆ Completion of tasks as scheduled	Student Knowledge Promotion Sub-Committee
5.2	<p>Arrange academic talks to enrich students' knowledge and improve their learning attitude</p> <ul style="list-style-type: none"> <li>◆ Organize academic talks of different fields in the school year</li> </ul>	<ul style="list-style-type: none"> <li>◆ Organize at least two talks of different fields in each school year</li> <li>◆ 80% teachers who attend the talks find them useful in enriching students' knowledge and motivating them to learn</li> </ul>	Student Knowledge Promotion Sub-Committee
5.3	<p>Increase the number of books in the library to cater for better EMI teaching in different subjects</p> <ul style="list-style-type: none"> <li>◆ Student Knowledge Promotion Officer and Heads of Departments draft plans and strategies in book purchase and planning of the volumes held by the library</li> </ul>	◆ At least 10% increase in English books of different subjects	Student Knowledge Promotion Sub-Committee, Heads of Departments
5.4	<p>Refine the arrangement for Lunch Time Reading Session and support to further promote a reading culture</p> <ul style="list-style-type: none"> <li>◆ Student Knowledge Promotion Sub-committee devises and implements associated schemes</li> </ul>	◆ 80% of teachers involved are satisfied with students' performance in Lunch Time Reading Session	Student Knowledge Promotion Sub-Committee
<b>Target 6: Strengthening the support and strategies for electronic learning</b>			
<b>Strategies/ Tasks</b>		<b>Success Criteria</b>	<b>Person-in-charge/ Committee</b>
6.1	<p>Explore and strengthen the use of wireless network</p> <ul style="list-style-type: none"> <li>◆ Propose a scheme that develops a school-based wireless network by the end of the school year 2015-16</li> </ul>	◆ Completion of work as scheduled	Information and Technology Committee



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6.2 Plan and implement electronic teaching in three years and evaluate regularly ◆ Arrange different subjects to start electronic teaching on trial basis in this school year and evaluate the effectiveness	◆ At least two subjects conduct electronic teaching and evaluate the effectiveness	Information and Technology Committee	
<b>Target 7: Strengthening career planning and further refine Dream University Workshop</b>			
Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
7.1 Raise the effectiveness of Dream University Workshop ◆ Provide individual counselling for S5 students	◆ Completion of work as scheduled	Career Guidance Committee, Dream University Workshop Core Group	
7.2 Implement mentoring programme by inviting alumni and professionals to serve as the career planning mentors for senior form students ◆ At least 40 students from S5 participate in the mentoring program ◆ Implement the mentoring program in S4	◆ 80% of concerned students are satisfied with the arrangement and find the program useful in helping them better understand career and life planning	Career Guidance Committee, Student Life Planning Education Unit	

### Area of Concern 3: Enhancement of Christianity-based Value Education

<b>Target 1: Promotion of value education in formal curriculum</b>			
Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
1.1 Conduct Value Education lessons will be conducted for S.1 students ◆ Focus on moral values in lessons ◆ Reserve at least ten minutes in each lesson for	◆ At least six moral values are included in Moral Education lessons ◆ At least ten Moral Education lessons are arranged in the school year	Student Affairs Committee, subject teachers of Moral Education, Religion Committee	

#	students' self-reflection and feedback	<ul style="list-style-type: none"> <li>◆ 80% of students involved agree that the lessons can facilitate their understanding of different life values</li> </ul>		
1.2	Emphasize moral and life education in Religious Studies and Ethics for Senior form students <ul style="list-style-type: none"> <li>◆ Focus on moral values in lessons</li> <li>◆ Reserve at least ten minutes in each lesson for self-reflection and feedback</li> </ul>	<ul style="list-style-type: none"> <li>◆ At least six moral values are included in Moral Education lessons in senior form to facilitate constructive discussion</li> <li>◆ 80% of students involved agree that the process of learning, teaching and sharing can facilitate their understanding of different life values</li> </ul>	Student Affairs Committee, Religious Studies and Ethics Department, Religion Committee, Student Life Planning Education Unit	
1.3	Integrate Value Education into Chinese and English lessons <ul style="list-style-type: none"> <li>◆ Include life values in English Inter-house Writing Competitions</li> <li>◆ Include life values in Chinese writings</li> <li>◆ Those values are used as themes in art creation in Visual Arts</li> <li>◆ Launch activities like Read &amp; Think / “Your Say” / Moral &amp; Civic Reading Day</li> <li>◆ Student sharing on moral values in morning assemblies</li> </ul>	<ul style="list-style-type: none"> <li>◆ At least three essential values are included in the activities and competitions</li> <li>◆ At least three winning entries from each competition are published in the school website and Library Newsletter</li> <li>◆ School exhibition of art works with at least three related values</li> <li>◆ 80% of students involved agree that the activities can enhance their understanding of related values</li> </ul>	Chinese Department, English Department, Visual Arts Department, Moral & Civic Education Committee, School Promotion Committee, Student Knowledge Promotion Sub-committee	
<b>Target 2: Creation of a Positive Class Atmosphere</b>				
<b>Strategies/ Tasks</b>		<b>Success Criteria</b>	<b>Person-in-charge/ Committee</b>	<b>Required Resources</b>

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2.1	<p>Refine the arrangement of Moral Corner</p> <ul style="list-style-type: none"> <li>◆ Renew Moral Corner: improve the design and update the content which includes discipline, moral and life goals, by September, 2015</li> <li>◆ Themes of Moral Corner are based on traits of Lutherans</li> <li>◆ Collect class teachers' feedback about Moral Corner f to encourage their active participation and support</li> </ul>	<ul style="list-style-type: none"> <li>◆ 80% of class teachers agree Moral Corner can help foster a positive atmosphere in the class and remind students of the importance of positive behaviour and discipline</li> <li>◆ Evaluate Moral Corner throughout the whole academic year, alongside recommendations and implementation</li> </ul>	Moral & Civic Education Committee, class teachers	
2.2	<p>Evaluate regularly on attendance, discipline and performance of homework submission in classes; acknowledge classes with satisfactory performance</p> <ul style="list-style-type: none"> <li>◆ Monthly record of attendance and performance of homework submission of classes to keep class teachers updated with the newest and objective statistics of students' performance</li> <li>◆ Set up detention classes</li> <li>◆ Present prizes regularly to classes with good performance</li> </ul>	<ul style="list-style-type: none"> <li>◆ At least 80% of classes are awarded for their performance in attendance, discipline and homework submission annually</li> <li>◆ 80% of class teachers are satisfied with the atmosphere in the class</li> <li>◆ 80% of students appreciate the atmosphere in their classes</li> </ul>	Discipline Committee, Academic Affairs Committee	

<p>2.3 Hold inter-class activities and competitions</p> <ul style="list-style-type: none"> <li>◆ Hold different kinds of inter-class activities and competitions annually, scores are counted to encourage class participation</li> <li>◆ Collect inter-class activities from departments and committees in early September, coordinate and then devise a yearly schedule for activities in the school year, by mid-September</li> <li>◆ Refine “Lutheranian Cup”: scoring items, proportion of marks, attractiveness of prizes, class unity and a sense of belonging to the school</li> </ul>	<ul style="list-style-type: none"> <li>◆ At least four kinds of inter-class activities and competitions are held annually</li> <li>◆ 80% of class teachers are satisfied with the arrangement</li> </ul>	Extra-curricular Activities Committee, Moral & Civic Education Committee	
<p>2.4 Hold regular meetings for administrative staff and class teachers to provide support</p> <ul style="list-style-type: none"> <li>◆ Establish class teacher support group to strengthen liaison</li> <li>◆ Class teacher meetings are held in each term to discuss situations and issues in different forms and offer support</li> <li>◆ Special class teacher meetings are called to render support for classes with difficulties in fostering a positive class atmosphere</li> <li>◆ Main items discussed in class teacher meetings and problems spotted will be discussed in the meetings of Student Affairs Committee for follow-up actions</li> </ul>	<ul style="list-style-type: none"> <li>◆ At least three meetings of class teacher support group are held annually</li> <li>◆ At least two class teacher meetings are held yearly to discuss situations and issues in different forms and offer support accordingly</li> <li>◆ 80% of class teachers are satisfied with the arrangement</li> </ul>	Student Affairs Committee	
<b>Target 3: Strengthening religious atmosphere</b>			
Strategies / Tasks	Success Criteria	Person-in-charge / Committee	Required Resources
<p>3.1 Establish “a-prayer-a-day” habit</p> <ul style="list-style-type: none"> <li>◆ Invite the Principal, teachers and students to lead the prayer in the morning for the whole school</li> </ul>	<ul style="list-style-type: none"> <li>◆ Lead the whole school for prayers in the mornings</li> </ul>	Religion Committee	

3.2	Strengthen the liaison between the Lutheran Church and the school to launch activities to advance the Gospel <ul style="list-style-type: none"> <li>◆ Organize occasional meetings with the church to co-organize activities to advance the Gospel</li> </ul>	<ul style="list-style-type: none"> <li>◆ At least two activities are co-organized with the church annually</li> <li>◆ 80% of staff involved is satisfied with the arrangement</li> </ul>	Religion Committee	
3.3	Highlight religious elements in Music and Religious Studies and Ethics to foster Christian spirit and understanding of school sponsoring bodies <ul style="list-style-type: none"> <li>◆ Include teaching of hymns in Music lessons</li> <li>◆ Strengthen students' understanding of school sponsoring bodies in Religious Studies and Ethics lessons</li> </ul>	<ul style="list-style-type: none"> <li>◆ At least 25% of songs are hymns</li> <li>◆ At least 10% of lesson time in Religious Studies and Ethics is arranged to share with students the religion and related activities of school sponsoring bodies</li> <li>◆ 80% of teachers concerned are satisfied with the arrangement</li> </ul>	Music Department, Religious Studies and Ethics Department	
<b>Target 4: Promotion of social services and cultivation of the spirit to contribute to the community</b>				
<b>Strategies / Tasks</b>		<b>Success Criteria</b>	<b>Person-in-charge / Committee</b>	<b>Required Resources</b>
4.1	Cooperate with Christian organizations to promote social services <ul style="list-style-type: none"> <li>◆ Partner with Christian organizations is confirmed and plan for cooperation programmes is ready at the beginning of the school year. With collaboration, students are arranged to join social services</li> <li>◆ Promote activity reflection and debrief students from the perspective of religion after activities to enhance the significance of social services</li> </ul>	<ul style="list-style-type: none"> <li>◆ Cooperate with Christian organizations annually and arrange at least twice social services</li> <li>◆ 80% of teachers involved agree that debriefing sessions are useful to facilitate students' understanding of social services from the religious perspective</li> </ul>	Extra-curricular Activities Committee, Guardian Angels Team, Religion Committee	

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4.2	<p>Cooperate with external organizations to encourage students to serve the community and care for the needy</p> <ul style="list-style-type: none"> <li>◆ Encourage and arrange social services for senior form students</li> <li>◆ Promote activity reflection and debrief students after activities to enhance the significance of social services</li> </ul>	<ul style="list-style-type: none"> <li>◆ At least 50% of S4 students participate in at least one social service activity in the school year 2015-16</li> <li>◆ 80% of teachers involved agree that debriefing sessions are useful to let students realize more about social services from the religious perspective</li> <li>◆ 80% of staff involved is satisfied with the arrangement and performance of students and that a positive attitude is sought among students having participated in the social services</li> </ul>	Extra-curricular Activities Committee	
<b>Target 5: Strengthening a positive atmosphere in the school by emphasising on good morals and acknowledging outstanding Lutheranians</b>				
Strategies / Tasks		Success Criteria	Person-in-charge / Committee	Required Resources
5.1	<p>Hold “Excellent Lutheranians” elections yearly. Teachers and students nominate the most outstanding students in various aspects</p> <ul style="list-style-type: none"> <li>◆ Launch two elections in November and February, respectively, including the nomination by teachers and students, then students will vote for the best "Excellent Lutheraninas"</li> <li>◆ Each election consists of three values, which are in line with the theme of “Moral Corner”</li> <li>◆ In each election, the student gaining the highest vote in the form can participate in the annual “The Most Outstanding Lutheranian Award”</li> </ul>	<ul style="list-style-type: none"> <li>◆ At least two elections for “Excellent Lutheranian” are held annually to acknowledge students with exemplary behaviour</li> <li>◆ 80% of staff involved is satisfied with the arrangement</li> </ul>	Moral & Civic Education Committee, class teachers	\$1000

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5.2	<p>Launch “The Most Outstanding Lutheran Award” to select the most distinguished student with good academic performance and conduct</p> <ul style="list-style-type: none"> <li>◆ Arrange procedures of election and selection criteria at the beginning of the school year</li> <li>◆ Invite alumni, representatives from the Parent-Teacher Association or school managers to be adjudicators</li> <li>◆ Select Outstanding Lutherans in both junior and senior forms</li> </ul>	<ul style="list-style-type: none"> <li>◆ The Most Outstanding Lutheran is selected and acknowledged each year</li> <li>◆ Completion of work as scheduled</li> <li>◆ 80% of staff involved is satisfied with the arrangement</li> </ul>	<p>Student Affairs Committee, Academic Affairs Committee, School Partnership Committee</p>	<p>Scholarship from Parent-Teacher Association: \$4000</p>
5.3	<p>Acknowledge the outstanding performance of “Excellent Lutherans” and “The Most Outstanding Lutheran” in morning assemblies</p> <ul style="list-style-type: none"> <li>◆ Sharing and the acknowledgement of the hard work of “Excellent Lutheran” and “The Most Outstanding Lutheran” in Student Post, school website, promotion boards and videos of student interviews</li> </ul>	<ul style="list-style-type: none"> <li>◆ Completion of work as scheduled</li> <li>◆ 80% of staff involved is satisfied with the arrangement</li> </ul>	<p>Student Affairs Committee, School Promotion Committee</p>	
5.4	<p>Establish “Hall of Fame” in the school hall to acknowledge distinguished Lutherans in various aspects</p> <ul style="list-style-type: none"> <li>◆ Selection criteria for “Hall of Fame” are confirmed and the design of “Hall of Fame” is completed in the first term</li> <li>◆ “Hall of Fame” is completed by the end of April, 2016</li> </ul>	<ul style="list-style-type: none"> <li>◆ Establish “Hall of Fame” in the school hall in the school year 2015-16 and names are updated annually</li> <li>◆ 80% of staff involved is satisfied with the arrangement</li> </ul>	<p>Executive Committee, Student Affairs Committee, School Promotion Committee, School Improvement Committee</p>	<p>\$10000</p>