Creative Secondary School 2014 – 2015 Annual School Plan final version approved by CSS Board of Directors 6 November 2014

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 2014 – 2015 is the first 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. A draft version was shared with CSS stakeholders – staff, students and parents for their comments and was presented to and endorsed by the CSS Board of Directors meeting in November 2014.

This annual plan aims to take the school forward towards meeting its major challenge of sustaining and consolidating its initial successful development. The theme of 2014 – 15 is "Be Positive • Act positively" and this plan aims to reflect this theme in proposed tasks for this year.

Cheung Siu Ming
Principal

11 November 2014

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

Strategic Task in 3 year plan	2014– 15 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.	HKDSE is delivered effectively, by staff with appropriate training and expertise	Vice Principal (Academic) & HKDSE Coordinator
	1.2 Professional development – for teaching HKDSE, for English Language Learning, SEN, differentiation and ICT	Professional development programme is appropriately varied and targeted	Vice Principal (Academic) with PD team, ICT Coordinator
	1.3 Introduce more lesson observation and feedback for teaching staff to enhance professional sharing of good practice and self-evaluation.	Consistent and effective approach to lesson observation & feedback across all Faculties	Vice Principal (Academic)
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	Students in F4 and F5 have been effectively prepared for their Diploma courses, demonstrating the necessary skills and knowledge	Vice Principal (Academic), MYP Coordinator (with Heads of Faculty)
	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	HKDSE students are entered for Chinese exams that are appropriate for their level of experience and aptitude	HKDSE and Head of Chinese Faculty
	2.3 Develop PE curriculum for F5 & 6 students – consider IB Sport, Exercise and Health Science, HKDSE Applied Learning Course on sport	Successful implementation of IB Sport, Exercise and Health Science course; explore possibilities of introducing HKDSE Applied Learning Course on sport	Vice Principal (Academic) & Head of PE & HKDSE & IBDP Coordinators
3. Enhancing students' learning	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	Students transition successfully to the two Diploma programmes; they are familiar with Diploma command terms and analysis tools	Vice Principal (Academic), Library Manager, ICT Coordinator and 3

	support transition to Diploma-level study		Curri. Coordinators
	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	Increasing numbers of 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	Vice Principal (Academic), Learning Support Coordinator, (with Heads of Faculty and Head of Lower School)
	3.3 Develop a framework of lesson observation and feedback to identify and share good practice	Staff ownership of clear framework for lesson observation and indicators of effective teaching & learning	
4. Evaluating curriculum effectiveness	4.1 Strengthen standardization across all faculties and disciplines	Standards of assessment are consistent within and across Faculties	Vice Principal (Academic), 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	Consider making an informed commitment with an appropriate value-added system to inform and validate the school's internal processes of monitoring and facilitating student progress	Vice Principal (Academic) and 3 curriculum coordinators

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

Strategic Task	2014 – 15 tasks	Success criteria	Lead staff member
develop & enhance appropriate policies & processes	1.To apply for IE Fidelity Award	• IE Workshops for students, staff & parents • Application submitted successfully • Positive decision from IAIE visiting team in April 2015	1. VP for G&A Heads of School Gp
	2. To develop Action & Service opportunities for students	• A broad range offered for each year group	Student Achievement & CCA Coordinators
	3. Establish a comprehensive register of students with additional needs	• Learning Support team able to track and support students on the register; • positive feedback received from students and parents	1. Learning Support Coordinator & 3 Deputy Heads of School
	4. Begin work on establishing a policy framework for gifted & talented student	• Resources & good practice shared to support student; draft policy developed	4. Learning Support Coordinator & Head of Student Development
develop & enhance appropriate programmes	To enhance Student Development in different areas : House Competition and Activities, Student leadership, Exchange Program, Achievement Award, CCA and Scholarship	• Students develop strong, positive sense of belonging towards their own House, with each house being effectively led by captain and representatives • Vibrant Student Union effectively representing students' voices and projects in and beyond the school • Student participation in and commitment to activities that demonstrate international-mindedness	Vice Principal & Head of Student Development

	Enhance support for the well-being of students	• A healthy rate of application to and success in the CSS scholarship scheme • Positive feedback from teachers, students and parents	VP, HoS, Guidance Counsellor
	Review and strengthen House activities program in Lower School	An appropriate system for Lower School - House Time, Personal Growth program , buddies for new students - provide resources to develop students' potential	Head of Lower School, Guidance Counsellor
	Review & Strengthen career guidance & HE preparation for Middle and Upper School	Expanded careers team and resources for Middle & Upper School (including work experience) through use of EDB CLP grant	Heads of Middle & Upper School, Head of Student Development and Careers & HE Coordinator
	To enhance student involve-ment in keeping the school canteen environmentally friendly	Positive feedback from students, alumni, parents, universities, employers	Head of School Operations & Heads of School
monitor student development more effectively	To set up i-portfolio for recording students' achievement Heads of Schools to work collaboratively with tutors in monitoring conduct and academic progress of students	• i-portfolio implemented by end of school year and issued to students • Tutors more knowledgeable about their tutees' potential and current progress	Student Development Coordinator, Heads of School Heads & Deputy Heads of School

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

Strategic Task	2014 – 2015 tasks	Success criteria	Lead staff member
- **enhance CSS campus**	School building refurbishment – to implement a major school repair programme, in preparation for the school's 10th anniversary	• To prepare necessary documentation for the application for conducting major repairs works	Project director, premises team
	Recognizing the need to maintain a campus that is no longer new, ensure effective and efficient repair and maintenance services	• Monitor school facilities and equipment and conduct necessary repair and maintenance works. New/repaired items/areas to be completed.	Head of School Operations, premises team
	Enhancing basic facilities in recently established spaces – new Lower Ground hall, music studios & multi-purpose rooms	• Items such as storage, sound-proofing and other facilities will be purchased and installed	Project director, premises team
	Implement green plans through conserving energy and reducing wastage by involving all stakeholders of the school	• Green Team to be formed and begin the process of drafting policies and procedures.	Head of School Operations, Heads of School
	Conduct a medium term review of the school's facilities and services to support future developments	• Form a group to meet and monitor current facilities and services and begin mapping out possible timeline.	Project director, Principal, Head of School Operations
- **Strategic Task 2 – upgrade ICT facilities & general**	Upgrade the Wi-fi and internet provision for students and staff to support effective teaching	• Review the Wi-fi and internet provision after the upgrade	IT Team, Head of School Operations, Digital Learning

operational services	and learning in school		Coordinator
	Continue to explore & monitor the use of ICT to enhance management and school operational processes	• Review current provisions and explore further needs	IT Team, Head of School Operations, Digital Learning Coordinator
	Enhance student information database & communication software systems to achieve greater effectiveness	• Introduction of the eClass Parents' App for smartphones	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	2014 - 15	Success criteria	Leadership
Promoting CSS's Core Values	1. Circulate and promote the newly revised statement of Core Values with stakeholders and prospective parents	• Positive feedback from parents, students and staff • Core values beginning to inform and inspire learning activities & projects	Principal & PR team
Promoting CSS's distinctive position as a DSS school offering both HKDSE & IBDP	1. Promoting 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 to prospective students	• Greater understanding of the different benefits of each Diploma, and more balanced uptake of both Diplomas by F3 and F4 students over the coming year • More interest from prospective students and more students applying to join CSS	Principal & Vice Principal (Academic) Principal and Admissions Manager
Promoting the achievements of CSS students	1. Continue to showcase CSS students' talents through events in this year's calendar such as Open Day 2. Publicise the progression of 2014 CSS students to tertiary institutions in Hong Kong & worldwide 3. Promote the success of CSS alumni network	• Greater number of CSS students being involved in performances & competitions, receiving awards • 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	Head of student development Careers & HE Adviser VP (G&A) & Head of School Operations