Creative Secondary School

Annual School Plan
2018 – 2019

School Motto & Core Values

"Through this place we thrive, we serve and find our place in the world."

We recognize that all students are uniquely talented. Within our exceptionally supportive community, students develop positive relationships and relish the opportunity to realize their individual potential to the full. Learning at CSS is highly student-centred, engaging and inquiry based. Through a broad range of experiences in and beyond school, students become confident, optimistic, compassionate and internationally-minded young adults, ready to find their place in the world.

Major Areas of Development

1.   Teaching & Learning/Curriculum:

2.   Student Ethos, Achievement, Social & Emotional Education:

3.   Operations and Administration:

Major Area of Development 1: Teaching & Learning/Curriculum:

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
1. Strengthen CSS curriculum model and delivery	1.1 Strengthen 3 year MYP	1.1 Key targets for improvement identified through self-study	- self-study & self evaluation	By June 19	Director of Learning & MYP coord-inator	MYP team time
	1.2 Strengthen F4 as 1st year of DSE;	1.2 Implement a new assessment & reporting framework for F4; other key targets for F5 – F6 identified through review	survey of students and staff	By June 19	Director of Learning & HKDSE coordinator	HKDSE team time
	1.3 Strengthen the IB Diploma Programme	1.3 Key targets for improvement identified through self-study	- self-study & self evaluation review of progress by teaching team	By June 19	Director of Learning & IBDP coordinator	IBDP team time
	1.4 Review progress in the use of digital technology to enhance learning & plan for next phase of development, starting with infra-structural improvements	1.4 ICT group established and new development plan for digital learning agreed	survey of staff	By June 19	Director of Learning & Digital Learning Coordinator	ICT group time

2. Raising students' English & Chinese literacy & inter-cultural awareness	1. Establish Centre for Academic Language Proficiency (CALP) to give intensive English support to targeted students	improvement in targeted students' English literacy levels, reading habits and their enhanced access of the curriculum	survey of staff & students + testing of students' literacy level	June 19	Head of ALP Centre	CALP team time
	2. Review of CSS Language Policy	Current policy updated to support the multi-lingual learning pathways for students	Positive feedback from all stake-holders – parents, students, staff review of progress by steering group & teaching team	June 19	Director of Learning	Steering group & CH teaching team time
	3. Establish steering group to plan for introducing junior secondary Chinese History(CH) course	Teaching team and teaching scheme ready for starting CH course with S1 classes in 2019-20			Director of Learning	
	4. Promote greater appreciation of Chinese literature, history & cultural heritage (CLACH)	Programme of activities appreciated by students	Survey of students	June 19	Director of Learning	
3. Develop professional capacity of teaching team	1. Enhance support for & extend culture of school improvement to new teachers	1. Greater involvement of new staff in whole school improvement initiatives	study of year-end reports from staff team leaders	June 19	New staff coordinator*	staff time
	2. Raise professional expertise through lesson observation & feedback, PD, networking	2. Culture of reflective practice & professional dialogue more embedded	survey of staff and staff mentors; study of lesson observation records	June 19	Director of Learning	staff time
				June 19		staff time,

Major Area of Development 2: Student Ethos, Achievement, Social & Emotional Education

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
1. Raise students' expectations: - motivation and self-discipline, - confidence, positive attitudes & resilience - self-respect and respect for others	1. Promote CSS Student Attributes	1. Greater student ownership of Attributes	Review of awareness months	ongoing in the year	Director of Progress & Achievement	staff time
	2. Strengthen student voice /student leadership	2. Student Council & student leaders successful in their roles	Survey of students	June 2019	Director of Progress & Achievement	staff time
	3. Continue to embed Restorative Practices	3. Positive feedback from stakeholders	survey parents & students	June 2019	Director of Progress & Achievement	staff time
	4. Enhance recognition of student achievement	4. Commendations & Awards well received by students & parents	review of credit system and awards evening	June 2019	Director of Progress & Achievement	staff time
	5. Strengthen student ownership of school environment	5. Campus & classrooms well maintained with vibrant displays of student work	Visual checking	Ongoing in the year	Director of Progress & Achievement	staff time
	6. Provide staff PD to ensure consistent implementation.	6. Staff consistently implementing policies	Staff feedback of PD		PD team	PD team time

2. Address specific needs of students in academic as well as social & emotional learning	1. Monitor & track student progress using a range of assessment instruments	1. Greater integration of pastoral & academic monitoring	annual stakeholder survey	June 2019	Directors of Progress & Achievement & of Learning	staff time
	2. Further develop Personal Growth Programme	2. clearer vertical alignment	feedback from tutors & students	all year	Director of Progress & Achievement	staff time
	3. Introduce Academic Tutoring	3. students more focused and motivated	survey of students	June 2019	Director of Progress & Achievement	staff time
	4. Further develop Experiential Learning	4. High quality student participation in EL programmes provided	survey of students & staff	June 2019	Head of Experiential Learning	staff time
	5. Review systems for providing for SEN	5. SEN provision more effective and comprehensive	survey of students & parents	June 2019	SEN Coordinator	staff time
3. Support students to better plan and achieve their career aspirations	1. Provide wider exposure to local universities & colleges	More students successfully progressing onto local tertiary institutions	Collection of comments from stakeholders throughout the year	all year	Director of Careers & University Guidance	Careers team time

Major Area of Development 3: Operations and Administration:

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
1. Further improving school administration and operations through reorganised admin teams and more use of digital technology	1.1 Further develop digital systems to improve operations & administrative efficiency 1.2 establish more effective practices within admin team	Greater productivity, more informed decision-making and greater collaboration between admin team members	survey of all stakeholders	June 2019	Director of administr-ation	school admin budget
2. Planning for longer term development & sustainability	2.1 Implement space management & waste management strategies 2.2 Maintain & further improve campus	Storage spaces optimally used; Excessive use of paper reduced Major repair programme well implemented	Staff survey Review by premises team	June 2019 June 2019	Director of Administration	school admin budget