Creative Secondary School

Annual School Plan
2017 – 2018

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. Establish new CSS curriculum model	1.1 Implement 3 year MYP – concept-based curriculum, interdisciplinary & inquiry-based learning, ATL skills, Service & Action, Community Project	1.1 Community Project & new MYP initiatives successfully implement-ed & ready for IB external review in 2009	- survey of students - feedback from external review in 2019	June 18 Mar 19	MYP coord-inator	MYP team time
	1.2 Strengthen F4 as 1st year of DSE – greater emphasis on knowledge & understanding, introduce end of F4 exam	1.2 F4 curriculum and F4 exam better prepares students for both Diplomas	-- review of F4 exam outcomes + student survey	May 18	HKDSE coordinator	HKDSE team time
	1.3 consider IBCP as additional option for students not suited for HKDSE or IBDP	1.3 Feasibility study concluded and clear recommendation informs school decision whether to offer this option	report produced for board consideration	April 18	IBDP coordinator	IBDP team time
2. Raising students' English & Chinese literacy & inter-	1. Continue with literacy initiative and further promote reading & other language acquisition	improvement in students' English literacy levels, reading habits and their enhanced access of the	survey of teaching staff & students + study of benchmark testing	May 18	Head of English	Literacy team time

cultural awareness	programmes 2. Promote greater appreciation of Chinese literature, history & cultural heritage	curriculum Greater student awareness and appreciation of Chinese literature, history & cultural heritage	of students' literacy level survey of students on response to promoted activities	June 18	Head of Chinese	Chinese team time
3. Develop professional capacity of teaching team	1. Strengthen culture of high expectations and school improvement	1. Greater staff involve-ment in whole school improvement initiatives	study of year-end reports from staff team leaders	June 18	Directors of Learning & Progress & Achievement	staff time
	2. Enhance support for new & recently qualified teachers	2. new/recently qualified teachers performing effectively	survey of staff and staff mentors	June 18	New staff coordinator	staff time
	3. Raise professional expertise through lesson observation & feedback, PD, networking	3. Culture of reflective practice & feedback more embedded	study of lesson observation, feedback & reflection records	June 18	Director of Learning	staff time, supply cover budget

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. Student ownership of Attributes	study of tutor reports	ongoing in the year	Heads of Schools	staff time
	2. Revamp Personal Growth Programme for F1 to F 6	2. PGP established and implemented	programme review	June 2018	Director of Progress & Achievement	staff time
	3. Promote school wide awareness and practices of IE & Restorative Practices.	3. Positive feedback from stakeholders	survey parents & students	June 2019	Director of Progress & Achiev ment	staff time
	4. Fully establish the role of single tutors and additional deputy heads of schools	4. Positive feedback from stakeholders	tutor feedback to Heads of School	June 2018	Heads of School	staff time
	5. Provide staff PD to ensure student-related policies are consistently implemented.	5. PD delivered effectively	Staff survey of PD	March 2018	PD team	PD team time

2. Address specific needs of students in academic as well as social & emotional learning	1. Provide exceptionally caring environment for students' academic progress and personal growth	1. Greater integration of pastoral & academic support systems;	annual stakeholder survey	all year	Director of Progress & Achievement	staff time
	2. Monitor & track student progress using a range of assessment instruments	2. Progress of students consistently monitor-ed & supported	collect feedback from parents	all year	Heads of Schools	staff time
	3. Enhance work of Learning support team	3. Dedicated LS area established; more staff in LS work	collect feedback from students	all year	Learning Support Coordinator	staff time
	4. Strengthen English Language Acquisition policy, including specific support for weakest ESL students	4. Discrete support for ESL students working effectively	Review of English Language Enhance-ment Programme	June 2018	Head of English	staff time
3. Support students to better plan and achieve their career aspirations	Revamp work of careers team to help students to identify their strengths, better manage their portfolios and make informed career decisions	New team established, with positive feedback from students, staff, parents & universities	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 more effective teamwork and more use of digital technology	explore and purchase software packages which can improve administrative efficiency	Greater productivity and more informed decision-making	survey of all stakeholder	End of school year	Director of administ-ration	school admin budget
2. Planning for longer term development & sustainability	explore more effective storage strategies as the school campus reaches full capacity.	come up with a feasible proposal for improving the use of space for storage	staff feedback of proposed plan	End of school year	Director of School Operations	N/a