

Li Sing Tai Hang School

Annual Plan 2012-2013 Summary

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School Mission

Li Sing Tai Hang School is an aided primary school, founded by the Tai Hang Residents' Welfare Association in 1958 to provide educational opportunities for local children. Inspired by the spirit of education for all, the school turned into an English-medium primary school in 2003, providing quality education for non-Chinese speaking (NCS) students from different countries. In 2005, the Incorporated Management Committee (IMC) was established, enabling greater autonomy and flexibility in school management.

High importance is attached to providing students with an all-round education. The school motto is "Wisdom, Benevolence and Courage". Fostering students' self-learning skills and nurturing in them a strong interest in the pursuit of knowledge are necessary for developing their wisdom. Furthermore, the school puts emphasis on benevolence and caring for others. The latter is considered to be essential for further advancement of society. The school also believes that with a positive attitude towards life, students can face difficulties with courage, and a promising future is guaranteed.

Areas of Concern

Major Concern 1: To develop elite students

Major Concern 2: To help students to integrate into Hong Kong society and develop a sense of civic responsibility

Major Concern 3: To enhance students' speaking skills

Major Concern 1: To develop elite students

Target	Strategies	Success Criteria	Method of Evaluation	Period	Person Responsible	Participants
To enhance elite students' Chinese level	Chinese Elite Programme	At least 60 marks in Chinese System Reading Comprehension Test	System Test	Sep-Jun	Chinese Panel Chairlady	Chinese Panel Chairlady
	Promote elite students at classroom level	1. Challenging WS 2. Improvement in Chinese Test and Exam	1. Assignment Checking 2. Tests and Exams	Sep-Jun	Chinese Panel Chairlady	Chinese Teachers
To enhance elite students' English writing skills	1. ICAS 2. English Elite Writing Programme	1. Good result in ICAS 2. Improvement in English writing Test and Exam	1. ICAS 2. Tests and Exams	Sep-Jun	English Panel Chairlady	PSMCD P.4-6 English Teachers
To enhance elite students' Mathematics level	Mathematics Elite Programme	At least 80 marks in Mathematics System Test	System Test	Sep-Jun	Maths Panel Chairlady	Maths Teachers
	Promote elite students at classroom level	Challenging WS	Assignment Checking	Sep-Jun	Maths Panel Chairlady	Maths Teachers

Major Concern 2: To help students to integrate into Hong Kong society and develop a sense of civic responsibility

Target	Strategies	Success Criteria	Method of Evaluation	Period	Person Responsible	Participants
To map out the Moral and National Education Curriculum Framework	<ol style="list-style-type: none"> 1. To design the Moral and National Education Curriculum Framework with NGO 2. To set up the implementation plan 	To complete the curriculum framework	Review once a term	Sep-Jun	Subject Panel Chairlady	Teacher Assistant
To set up “Integration Programme”	<ol style="list-style-type: none"> 1. To assign different visiting activities for P.1-P.6 students. 2. Follow up worksheet. 3. Briefing before visits. 4. Invite people from the community to join the programme. 	Most of the students can finish the WS.	WS	Whole school year	Activity Panel Chairman	All teachers
Social services	Social service training	Students participate in the social service actively	Social service record	Whole school year	Activity Panel Chairman, Social Worker	Teachers

Major Concern 3: To enhance students' speaking skills

Target	Strategies	Success Criteria	Method of Evaluation	Period	Person Responsible	Participants
To enhance students' speaking skills in Chinese	<ol style="list-style-type: none"> 1. Adopt "Learning Objectives 2012" and School-based Speaking Teaching Material 2. Experience sharing in meetings 	<ol style="list-style-type: none"> 1. Students' speaking skills are enhanced 2. Improvement in Speaking Exam 	<ol style="list-style-type: none"> 1. Classroom observation 2. Speaking Exams 	Sep-Jun	Chinese Panel Chairlady	Chinese Teachers
To enhance students' critical thinking skills and speaking skills in English	<ol style="list-style-type: none"> 1. Debate Team 2. Teacher training 3. Teachers apply new teaching methods in lessons 4. Experience sharing in meetings 	<ol style="list-style-type: none"> 1. Students' speaking skills are enhanced 2. Improvement in Speaking Exam 	<ol style="list-style-type: none"> 1. Classroom observation 2. Speaking Exams 	Sep-Jun	English Panel Chairlady	<ol style="list-style-type: none"> 1. Ms Bicky Lau and Ms Queenie Mui 2. English Teachers 3. PSMCD

Capacity Enhancement Grant, Newly Arrived Children Support Grant, School-based After-school Learning and Support Programmes 2012-2013

Target	Strategies	Success Criteria	Method of Evaluation	Period	Person Responsible	Resources
<p>1. To enhance teaching and learning quality by enhancing the capacity of teachers.</p> <p>2. To assist students to finish homework at school, which will decrease the work load of teachers.</p> <p>3. To assist the newly arrived and poor students to finish homework at school.</p>	<p>1. Appoint 9 homework tutors</p> <p>2. Provide free homework tutoring service for students.</p> <p>3. Homework Encouragement Scheme.</p>	<p>1. More students can submit homework on time.</p> <p>2. 80% Teachers think that their capacity has been enhanced.</p>	<p>1. Students finished homework record.</p> <p>2. Teacher survey</p>	Oct-May	Vice Principal Ma	<p><u>Expenditure:</u> 9 Homework Tutors: \$255,150</p> <p><u>Income:</u> CEG: \$191,150 Newly Arrived Children Support Grant: \$20,000 School-based After-school Learning and Support Programme: \$44,000</p> <p><u>Balance:</u> Total Income: \$255,150 Total Expenditure: \$255,150 Balance:: \$0</p>

Special Grant for Designated School 2012-2013

Target	Strategies	Success Criteria	Method of Evaluation	Period	Person Responsible	Resources
To enhance teaching and learning quality by enhancing the capacity of teachers.	Appoint 2 Certified Teachers	80% Teachers think that their capacity has been enhanced.	Teacher survey	Sep-Jun	Vice Principal Leung	<u>Expenditure</u> 1. 2 Certified Teachers: \$603,288 2. Reserve for salary adjustment: \$15,467 <u>Income</u> Designated School Special Grant: \$600,000 CEG: \$15,000 Substitute Teacher Grant: \$3,755 <u>Balance</u> Total Income: \$618,755 Total Expenditure: \$618,755 Balance: \$0

2012-2013 Budget of Acct 1 (Government Fund)

No.	Item	Details	Income	Expense	Balance
A01	EOEBG		\$43,396.15		\$43,396.15
A0101	Baseline Grant				
<i>A010101</i>	<i>Baseline Grant</i>		\$485,055.14	\$519,697.00	<i>(\$34,641.86)</i>
<i>A010102</i>		<i>Stationery</i>		<i>\$15,000.00</i>	
<i>A010103</i>		<i>Printing</i>		<i>\$75,000.00</i>	
		<i>Newsletter</i>		<i>\$10,000.00</i>	
<i>A010104</i>		<i>Water</i>		<i>\$5,500.00</i>	
<i>A010105</i>		<i>Electricity</i>		<i>\$130,000.00</i>	
<i>A010106</i>		<i>Telephone</i>		<i>\$9,000.00</i>	
<i>A010107</i>		<i>Postage</i>		<i>\$2,000.00</i>	
<i>A010108</i>		<i>Travel</i>		<i>\$2,500.00</i>	
<i>A010109</i>		<i>Accessories</i>		<i>\$2,000.00</i>	
<i>A010110</i>		<i>Cleaning</i>		<i>\$30,000.00</i>	
<i>A010111</i>		<i>Repairs</i>		<i>\$50,000.00</i>	
<i>A010112</i>		<i>Furniture and Equipment</i>		<i>\$30,000.00</i>	
		<i>Principal Rm Furniture</i>		<i>\$20,120.00</i>	
		<i>Curtain</i>		<i>\$3,750.00</i>	
		<i>Meeting Rm Chairs</i>		<i>\$4,320.00</i>	
		<i>Student Chairs</i>		<i>\$38,124.00</i>	
<i>A010113</i>		<i>Medical</i>		<i>\$1,500.00</i>	

No.	Item	Details	Income	Expense	Balance
A010114		Extra-curricular Activities		\$4,950.00	
A010115		Story Book		\$1,500.00	
A010117		Staff training		\$5,000.00	
A010118		Chinese		\$1,500.00	
A010119		English		\$1,720.00	
A010120		Mathematics		\$1,300.00	
A010121		General Studies		\$800.00	
A010123		Music		\$1,100.00	
A010124		P.E.		\$21,670.00	
A010125		Putonghua		\$200.00	
A010126		Discipline		\$2,838.00	
A010128		Reading to Learn		\$3,000.00	
A010129		Project Learning		\$8,000.00	
A010131		Miscellaneous		\$30,000.00	
		Plant		\$2,000.00	
		Flowers		\$2,000.00	
A010132		Counseling		\$580.00	
A010133		Curriculum		\$1,500.00	
A010134		Student Affairs		\$1,225.00	
A0102	Composite IT Grant		\$291,795.00	\$292,180.00	(\$385.00)
		TSS Salary		\$137,580.00	

No.	Item	Details	Income	Expense	Balance
		<i>Broadband</i>		\$26,400.00	
		<i>Consumables (TONER, CD, DVD, PROJECTOR LAMP, ETC)</i>		\$30,000.00	
		<i>Hardware upgrade</i>		\$70,000.00	
		<i>Software upgrade</i>		\$6,000.00	
		<i>Maintenance</i>		\$15,000.00	
		<i>Server upgrade</i>		\$5,000.00	
		<i>Library software maintenance</i>		\$2,200.00	
A0103	Capacity Enhancement Grant		\$331,818.00	\$429,930.00	(\$98,112.00)
		<i>Homework tutor 3/3</i>		\$191,150.00	
		<i>Pakistani TA 2/2</i>		\$51,980.00	
		<i>English School-based curriculum revised</i>		\$50,000.00	
		<i>2 Teachers 3/3</i>		\$15,000.00	
		<i>Administrative Assistant</i>		\$113,400.00	
		<i>Chinese speech tutor</i>		\$8,400.00	
A0104	Student Guidance Serv Grant		\$255,702.00	\$255,702.00	\$0.00
A0105	Newly Arrived Children Support Grant	<i>Homework tutor 2/3</i>	\$20,000.00	\$20,000.00	\$0.00
A0106	WS Approach To Integrated ED		\$9,184.00		\$9,184.00
A0107	Admin / Rev Admin Grant		\$560,784.00	\$485,100.00	\$75,684.00
A0109	Enhanced Speech Therapy Grant		\$60,804.00	\$53,000.00	\$7,804.00
A0110	Additional Student Guidance Serv Grant		\$120,000.00	\$54,200.00	\$65,800.00
EOEBG Total			\$2,178,538.29	\$2,109,809.00	\$68,729.29

No.	Item	Details	Income	Expense	Balance
A04	Teacher Relief Grant		\$56,755.00	\$56,755.00	\$0.00
		<i>Pakistani TA 1/2</i>		\$40,000.00	
		<i>2 Teachers 2/3</i>		\$3,755.00	
		<i>Substitute teachers</i>		\$13,000.00	
A06	Books and Travel Allowance	<i>Postage</i>	\$291.80		\$291.80
A11	Family and School Cooperation		\$10,208.00	\$7,000.00	\$3,208.00
A12	Bridging Programme		\$6,594.60	\$6,594.60	\$0.00
A16	English Activities		\$1,098.30	\$1,098.30	\$0.00
A17	Bank Interest and Handling Charge		(\$230.15)		(\$230.15)
A18	After-school Learning and Support Programmes	<i>Homework tutor 1/3</i>	\$44,000.00	\$44,000.00	\$0.00
A19	Payable to EDB		\$2,979.67	\$2,979.67	\$0.00
A21	NCS Special Grant	<i>2 Teachers 1/3</i>	\$600,000.00	\$600,000.00	\$0.00
A25	Olympic Games		\$20.50	\$20.50	\$0.00
A26	Web-SAMS Up-grade		\$7,120.00	\$7,120.00	\$0.00
A28	English Enhancement Grant		\$150,355.68	\$150,355.68	\$0.00
A29	E-learn One-off Grant		\$31,552.00	\$31,552.00	\$0.00
A31	Lunch Allowance		\$65,892.00	\$65,892.00	\$0.00
A32	Moral and National Education	<i>TA</i>	\$530,000.00	\$138,600.00	\$391,400.00
	Total		<u>\$3,685,175.69</u>	<u>\$3,221,776.75</u>	<u>\$463,398.94</u>

2012-2013 Budget of Acct 2 (School Fund)

No.	Item	Details	Income	Expense	Balance
B01	Non-Standard Fee		\$96,000.00	\$60,100.00	\$35,900.00
		<i>Electricity</i>		\$40,000.00	
		<i>Drinking fountains</i>		\$2,850.00	
		<i>Travelling Fee for Picnic</i>		\$14,300.00	
		<i>Materials for Picnic</i>		\$200.00	
		<i>Visual Arts visits</i>		\$2,000	
		<i>Materials for Christmas Party</i>		\$350.00	
		<i>Materials for Post-exam activities</i>		\$400.00	
B02	Travelling Fee for Picnic		\$1,780.00	\$1,780.00	\$0.00
B03	Summer Programme		\$0.00		\$0.00
B04	Dental Programme		\$80.00	\$80.00	\$0.00
B06	Greening Program		\$2,000.00	\$2,000.00	\$0.00
B07	Books and Handbook		\$8,122.40	\$8,122.40	\$0.00
B08	Others (AC2)		(\$22,321.68)		(\$22,321.68)
B09	Donation & Promotion		\$8,135.42	\$7,321.00	\$814.42
		<i>International Day</i>		\$1,000.00	
		<i>On-line clip arts</i>		\$1,921	
		<i>Stepping outdoor to learn 2/2</i>		\$4,400.00	
B10	School-based Chinese Curriculum		\$60,000.00	\$60,000.00	\$0.00
		<i>Teaching materials</i>		\$52,000.00	

No.	Item	Details	Income	Expense	Balance
		<i>Other materials</i>		\$8,000.00	
B11	Visual Arts		\$40,343.05	\$40,180.00	\$163.05
B12	Extra-curricular Activities-Other		\$22,000.00	\$22,000.00	\$0.00
		<i>Stepping outdoor to learn 1/2</i>	\$9,200.00	\$9,200.00	
		<i>After school activities</i>	\$8,000.00	\$8,000.00	
		<i>P.6 Camp</i>	\$4,800.00	\$4,800.00	
B13	Electricity-Other		\$170.00	\$170.00	\$0.00
B14	Other Income		\$1,410.30	\$1,410.30	\$0.00
B15	Supplementary Exercises		\$0.00		\$0.00
B16	School-based English Curriculum		\$166,274.00	\$166,274.00	\$0.00
B17	Smart Cards		\$1,863.80	\$1,863.80	\$0.00
B18	Tong Fai		\$1,890.00		\$1,890.00
B19	Raincoat		(\$241.20)		(\$241.20)
	Total		<u>\$387,506.09</u>	<u>\$371,301.50</u>	<u>\$16,204.59</u>