



School Plan

2016 - 2017

(Secondary Section)



1 Mission, Vision and Objectives

- 1.1 The mission of G.T. College is to nurture talents and future leaders for society.
- 1.2 The vision of G.T. College is to nurture future leaders with:
 - (a) good communicative skills;
 - (b) knowledge breadth, critical thinking and good writing skills;
 - (c) an international perspective;
 - (d) an understanding of Chinese culture, history and heritage;
 - (e) positive attitudes and values
- 1.3 Our school objectives and motto are 'Love, Creativity and Task Commitment'.

2 Major Concerns

Concern (1)

Provide various learning opportunities in the academic domain as well as other learning experiences, and enable the students to have global competitive edges in their further studies and future careers.

Concern (2)

Emphasis on the resources of the school community, the caring and supportive school culture, nourish our students and teachers with the spirit of harmony, mutual respect, appreciation and peace among mankind. Students are trained to reach out to serve various walks of the community. Teachers are encouraged to share their unique pedagogies with their counterparts, teaching in local and overseas educational institutes.

Concern (3)

Promote life education among parents, teachers and students through school-wide activities and implement leadership training programs among students.

3 Implementation Plans

Concern (1)

1. Active participation of students in projects, competitions of Mathematics, Science, Languages and Humanities subjects
2. Further Studies Development Officer and class teachers cater for the needs of students further studying locally and overseas.
3. Accelerated classes and personalized learning programs on various subject to cater for the needs and capabilities of gifted students
4. Deploy resources and train teachers to prepare for the operation of The International Baccalaureate Diploma Programme.

Concern (2)

1. Strengthen the manpower of IE Group and expand the global contacts and exchange programmes with sister-schools.
2. Train our students to reach out to serve various walks of the community.
3. Encourage our teachers to join local and international symposium, to share pedagogies with their counterparts.

Concern (3)

1. To promote life education among parents, teachers and students through school-wide activities.
2. To implement leadership training programmes among students.
3. To nurture future leaders with empathy and passion and create a growing movement of alumni network.

4 Evaluation

Concern (1)	Concern (2)	Concern (3)
Results of IGCSE and HKDSE and statistics of students participating in Mathematics, Science, Languages and Humanities subjects, projects and competitions.	Qualitative assessment and the responses from parents and students.	Statistics of activities and participants in activities connected with life education.

Work Plan on the Use of Strengthening School Administration Management Grant

(To be uploaded on the school's homepage before end-October 2016)

G.T. College has read and understand the stipulations stated in the EDB Circular Memorandum No.21/2016 on Strengthening School Administration Management (SAM) Grant. The following work plan on the use of the SAM Grant is drawn up after consultation with the teachers:

Objective

After reviewing the operation of the school, the measures below will be devised to enhance the overall effectiveness in Student support / teaching-related administrative work, Information management and communication, and school assets management.

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Sustainable Development Plan	Budget
1. Information management and communication	<ul style="list-style-type: none"> ● To enhance the administrative effectiveness in student and staff attendance taking by integrating the current manual attendance taking system to the current information management and communication system ● Reduce the communication efforts with parents of students' attendance ● To enhance the effectiveness of handling and communicating staff appraisal data 	<ul style="list-style-type: none"> ● To adopt an electronic system of students and staff attendance taking that can work on smart card readers. ● To design and adopt an electronic staff appraisal system. 	<ul style="list-style-type: none"> ● All daily taking down of students' and staff daily attendance could be done easily through smart card readers ● By using integrated data and communication system, the administration time of staff is reduced. ● 80% of the students agree that the system is convenient to handle and to save class time in roll-calling ● 80% of the staff agree that the system can enhance the efficiency of the administrative work of student information 	<ul style="list-style-type: none"> ● The workload of the supporting staff in handling different data and communication system will be lower ● All extra system annual administrative fees will be covered by school self-funding 	Sub-total: \$95,000 <ul style="list-style-type: none"> ● \$30,000 Integrated E-attendance system for students ● \$30,000 Integrated E-appraisal system ● \$20,000 Smart card readers and cabling ● \$5,000 Smart card for staff ● \$10,000 Salary for part-time helper

2. School premises (assets) management	<ul style="list-style-type: none"> ● To enhance the administrative effectiveness in school inventory management 	<ul style="list-style-type: none"> ● To set up an electronic inventory management system so to observe the cost effectiveness of the school 	<ul style="list-style-type: none"> ● Related staff do not need to manually handle the inventory count 		<p>Sub-total: \$50,000</p> <ul style="list-style-type: none"> ● \$30,000 Inventory management software ● \$5,000 Hardware, reader / label ● \$15,000 Salary for part-time helper
3. Student support / teaching-related administrative work	<ul style="list-style-type: none"> ● To enhance the administrative effectiveness and reduce administrative workload in documents routine and student information management through the use of electronic system. 	<ul style="list-style-type: none"> ● To develop an electronic system of high security, efficiency and eco-friendliness with access rights granted as appropriate to store/retrieve student information systematically 	<ul style="list-style-type: none"> ● Student information can be digitalized and a framework with index system can be created to facilitate the managing, distributing, storing, and retrieving of student information; and related procedural guidelines can be established ● 80% of the staff agree that the electronic system can enhance the efficiency of the administrative work of student information 	<ul style="list-style-type: none"> ● The electronic system will continue to be utilized to manage student / alumni information ● Staff in the school will continue to assist the enhancement and management of student / other information; they will also continue to adopt and update related guidelines 	<p>Sub-total: 50,000</p> <ul style="list-style-type: none"> ● \$45,000 Outsourcing fee for digitalizing and recording the student / alumni information ● \$5,000 / year iCloud backup rental
4. Information management and communication	<ul style="list-style-type: none"> ● To strengthen the communication link among the school, teachers, parents and students. ● To reduce the communication efforts between the various parties 	<ul style="list-style-type: none"> ● To design and adopt an effective internet and intranet system so to benefit the school to teachers, school to parents/ students, teachers to teachers communication 	<ul style="list-style-type: none"> ● 80% of the users agree that the E-class system helps in their communication 	<ul style="list-style-type: none"> ● The system will continue to be utilized to communicate with students and alumni 	<p>Sub- total: \$55,000</p> <ul style="list-style-type: none"> ● \$50,000 Up-grade E-class system and its peripherals ● \$5,000 Salary for part-time helper
					Total: \$250,000

Signature of Supervisor : _____

Name of Supervisor : _____

Date : _____