**Tak Nga Secondary School**
**2012-2013 Academic Committee Annual Plan**

**Major Concerns**

1. To enhance the language environment conducive to learning English
2. To uplift the quality of teaching
3. To raise HKDSE Level 4 or above percentage

**Major Concern 1: To enhance the language environment conducive to learning English**

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| 1. Strict enforcement of the medium of instruction policy stipulated by the Fine-tuning policy | - Observance of the medium of instruction policy by all teachers | - Monitoring and supervision  
- Observation | Principal, Vice-principals, Assistant Principal | Language support given by LACC |
| 2. Enhance an English Language rich physical environment | - Board displays, school webpages, publications, etc., are in English / bilingual | - Observation  
- Language Across the Curriculum Committee (LACC) meetings | all subject panels and committees heads  
- clubs and societies | |
| 3. Maximize the occasions for students to use English outside classrooms | - English announcements and promotions in morning assemblies for all units (only CMI subjects / units can use Cantonese) except Friday | - assessment data  
- Documentation  
- LACC meetings | Teachers of S2 Life & Society, Integrated Science and Geography  
- Teacher-in-charge of 2nd year REES project | REES funding from EDB |
| 4. Implementation of the second year programme of the Refined English Enhancement Scheme – Language Across the Curriculum | - At least 70% of students are able to apply the language items and structures acquired from English lessons in content subjects involved in LAC  
- Deliverables produced: resource package with lesson plans, reproducible learning & teaching materials and assessment tasks for all English Language teachers to teach the specified language items and structures resource package with lesson plans, reproducible learning & teaching materials and assessment tasks for content subject teachers implement LAC | - assessment data  
- Documentation  
- LACC meetings | | |
5. Adopt English as the medium of instruction in Physical Education (PE) - PE Lessons are conducted with minimum amount of Chinese used. - Lesson observation - PE Panel


Major Concern 2: To uplift the quality of teaching

1. Enhance the sustainability of the REES project through school-based professional development programme for English teachers - Introduction of the 1st year REES project to all English teachers in a specially designed professional development session - Teaching and learning materials produced in the REES project are used by English teachers - English panel meetings - English form meetings - Teachers-in-charge of REES 1st year project - English Panel

2. Implement the panel/KLA based professional development programme - Formulation of the panel/KLA based professional development plan (Appendix 1) - Implementation and evaluation of the panel/KLA based professional development plan - Panel Meetings - Quality Teaching & Learning Sharing Session - Panel Reports - Panel annual plan - Panel annual reports - HKDSE results

KLAs: English, Chinese, Maths, Liberal Studies, Science (Phy, Chem, Bio panels), PSHE & Technology (Econ, Hist, Geog, Chi. Hist, RS, BAFS, ICT panels)

Major Concern 3: To raise HKDSE Level 4 or above percentage

1. Thorough study of Tak Nga 2012 HKDSE results, 2012 HKDSE papers and internal assessment data - Identification of strengths and weaknesses in the implementation of the curriculum - Panel Meetings - Panel Reports - Panel annual plan - Panel annual reports - HKDSE results

2. Formulation and implementation of Panel-based plan, i.e., enhancement for high achievers - Strategies of enhancing students’ performance are formulated and implemented by HKDSE subject panels - Heads of HKDSE subject panels

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