

Munsang College (Hong Kong Island)
Academic Year 2023-2024
Department of SEN Support Team
Annual Plan

Objectives:

- 1. To provide necessary support to students with special educational needs and develop their potentials by devising assistive measures and support programmes, arranging meetings with specialists and monitoring the progress of SEN students**
- 2. To implement a Whole School Approach to cater for students' diverse learning needs by promoting mutual respect of individual difference among teachers and students**
- 3. To enhance communication and collaboration among different parties, namely, subject teachers, parents and students to the needs of SEN students and issues related to SEN**

School major concerns:

- 1. To enhance learning and teaching efficacy**
- 2. Promote students' well-being through life and values education**

Implementation Plan:

- 1. Major Concern: To enhance learning and teaching efficacy (NIL)**
- 2. Major Concern: Promote students' well-being through life and values education**

Target	Implementation Strategy	Success Criterion	Method of Evaluation	Time Scale	Responsible person	Resource Required
2.1 An inclusive atmosphere which emphasizes mutual respect and understanding is cultivated	2.1.1 <ul style="list-style-type: none"> Students will be nominated to join the Peer Tutoring Scheme organized by the Guidance Team so as to gain support from peers and the Guidance Leaders. 	<ul style="list-style-type: none"> 70% Students find the scheme beneficial 	<ul style="list-style-type: none"> Evaluation forms Teacher and/or Social Worker's observation 	<ul style="list-style-type: none"> Whole Year 	<ul style="list-style-type: none"> SEN Support Team Guidance Team 	NIL
	2.1.2 <ul style="list-style-type: none"> Students will be nominated to join different leadership team, e.g. Guidance Leaders, Life Ambassador so as to provide more opportunity for them to cooperate with different students. 	<ul style="list-style-type: none"> 70% Students find the leadership programme beneficial 	<ul style="list-style-type: none"> Evaluation forms Teacher and/or Social Worker's observation 	<ul style="list-style-type: none"> Whole Year 	<ul style="list-style-type: none"> SEN Support Team 	NIL
	2.1.3 <ul style="list-style-type: none"> Inclusive education activities will be organized to promote mutual respect of individual difference among teachers and students. 	<ul style="list-style-type: none"> 70% Students find the sharing beneficial 	<ul style="list-style-type: none"> Evaluation forms Teachers' feedback 	<ul style="list-style-type: none"> Whole Year 	<ul style="list-style-type: none"> SEN Support Team MCLE Team 	\$2000 X 5 = \$10000

	<p>2.1.4</p> <ul style="list-style-type: none"> In-house teachers' training or sharing will be organized and relevant SEN professional development courses/ seminars/ workshops for teachers will be promoted to enhance teachers' understanding of SEN students 	<ul style="list-style-type: none"> 70% Teachers find the activities useful and are informed the relevant SEN training courses available 	<ul style="list-style-type: none"> Evaluation forms Teacher and/or Social Worker's observation 	<ul style="list-style-type: none"> Whole Year 	<ul style="list-style-type: none"> SEN Support Team 	NIL
<p>2.2 SEN students are able to have smooth adaptation and transition in their secondary school life so that they will be more confident in dealing with the challenges in secondary school life</p>	<p>2.2.1</p> <ul style="list-style-type: none"> Different training programmes (e.g. Social Skill Training Group, Executive Function Training Group) will be organized to equip SEN students with the necessary life skills and executive functions, namely, time-management, emotional management, social skills and communication skills. 	<ul style="list-style-type: none"> 70% Students and teachers find the training programme worthwhile and useful 	<ul style="list-style-type: none"> Evaluation forms Teacher and/or Social Worker's observation 	<ul style="list-style-type: none"> Whole Year 	<ul style="list-style-type: none"> SEN Support Team 	LSG (\$60,000)
	<p>2.2.2</p> <ul style="list-style-type: none"> Students will be provided with training for exploring their strength and career planning for the transition to tertiary education 	<ul style="list-style-type: none"> 70% Students and teachers find the training programme worthwhile and useful 	<ul style="list-style-type: none"> Evaluation forms Teacher and/or Social Worker's observation 	<ul style="list-style-type: none"> Whole Year 	<ul style="list-style-type: none"> SEN Support Team 	LSG (\$30,000)

	<p>2.2.3</p> <ul style="list-style-type: none"> Necessary accommodations and adjustments will be provided to SEN students to support their daily learning and/or school assessments and to ensure that they receive fair treatments in their learning and assessments. 	<ul style="list-style-type: none"> 70% Students and teachers find the accommodations and adjustments were suitable 	<ul style="list-style-type: none"> Teacher and/or Social Worker's observation 	<ul style="list-style-type: none"> Whole Year 	<ul style="list-style-type: none"> SEN Support Team 	NIL
	<p>2.2.4</p> <ul style="list-style-type: none"> A social worker is deployed to provide professional and timely support to SEN students 	<ul style="list-style-type: none"> 70% Cases can develop good relationship with social worker and willing to be supported by the social worker. 	<ul style="list-style-type: none"> Teacher and/or Social Worker's observation 	<ul style="list-style-type: none"> Whole Year 	<ul style="list-style-type: none"> SEN Support Team 	LSG (\$440,000)
	<p>2.2.5</p> <ul style="list-style-type: none"> Students with needs will be referred to relevant specialists, namely, educational psychologist, speech therapist or clinical psychologist for consultation, guidance and support 	<ul style="list-style-type: none"> 70% Students and teachers find the support were suitable 	<ul style="list-style-type: none"> Evaluation forms Teacher and/or Social Worker's observation 	<ul style="list-style-type: none"> Whole Year 	<ul style="list-style-type: none"> SEN Support Team 	School: EP: \$69,750 LSG CP: \$30,000
2.3 SEN students are able to explore and show their potentials and develop confidence	<p>2.3.1</p> <ul style="list-style-type: none"> Finishing On-page Profile for SEN students to increase their self-awareness and self-image. 	<ul style="list-style-type: none"> 70% Students and teachers find the One-page profile is useful 	<ul style="list-style-type: none"> Evaluation forms Teacher and/or Social Worker's observation 	<ul style="list-style-type: none"> Whole Year 	<ul style="list-style-type: none"> SEN Support Team 	LSG

	<p>2.3.2</p> <ul style="list-style-type: none"> • SEN students will be given chances to participate in activities organized by external bodies (e.g. voluntary services, job placements) 	<ul style="list-style-type: none"> • 70% Students teachers find the activities is suitable for them 	<ul style="list-style-type: none"> • Evaluation forms • Teacher and/or Social Worker's observation 	<ul style="list-style-type: none"> • Whole Year 	<ul style="list-style-type: none"> • SEN Support Team 	<p>NIL</p>
	<p>2.3.3</p> <ul style="list-style-type: none"> • Students would be encouraged to participate in programmes or award schemes organized by external bodies (e.g. Hong Kong Academy for Gifted Education) to develop their potential in different domains 	<ul style="list-style-type: none"> • 70% Students teachers find the activities is useful for developing their potential in different domains 	<ul style="list-style-type: none"> • Evaluation forms • Teacher and/or Social Worker's observation 	<ul style="list-style-type: none"> • Whole Year 	<ul style="list-style-type: none"> • SEN Support Team • Gifted Education 	<p>NIL</p>

Budget (School)

Items	Sub-Total	Total
1. Inclusive Game Booth <ul style="list-style-type: none">Materials and prize for Game Booth (\$3,000)	\$3,000	\$3,000
2. Organize inclusive movie show during Life Education Period <ul style="list-style-type: none">\$,2000 X 5 forms	\$2,000 X 5	\$10,000
3. Supervision for School-based Social Worker	\$30,000	\$30,000
4. Top-up School-based Educational Psychologist <ul style="list-style-type: none">\$1,700 X 45 hrs	\$1,700 X 45	\$76,500
5.		Total Amount \$119,500

Budget (from LSG)

Items	Sub-Total	Total
1. Training Workshops (Social / Executive Function / SpLD) • 2 groups (\$15,000 X 2)	\$15,000 X 2	\$30,000
2. Parent Workshops / Talks • 2 groups (6-8 sessions + pre-group + post-group) (\$20,000 X 2)	\$20,000 X 2	\$40,000
3. Career Planning / Goal Setting programme • Workshops, Training Camp / Voluntary Service (\$30,000)	\$30,000	\$30,000
4. Summer Experiential programme • 5 activities (\$7,000 X 5)	\$7,000 X 5	\$35,000
5. After School Learning (Tutorial Fee) • \$230 X 2hr X 180times	\$230 X 2 X 180	\$82,800
6. Employment of School Social Worker (12 months with MPF)	\$440,000	\$440,000
7. School-based Clinical Psychologist	\$30,000	\$30,000
8. Facilities and equipment for SEN students	\$5,000	\$5,000
		Total amount \$692,800

Budget (from School-based Speech Therapy Administration Grant)

Items	Sub-Total	Total
1. School-based Speech Therapy Administration Recurrent Grant <ul style="list-style-type: none">• Working mobile fee• Teaching Materials	\$8,258	\$8,258
2. Base School School-based Speech Therapy Administration Recurrent Grant <ul style="list-style-type: none">• Advertisement	\$8,258	\$8,258
3. One-off School-based Speech Therapy Set-up Grant	\$19,583	\$19,583