

Munsang College (Hong Kong Island)
Academic Year 2021-2022
SEN Support Team
Annual Plan & Budget

Objectives of the SEN Team:

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 effectiveness through e-learning
2. To nurture students with positive thinking

Implementation Plan:**1. School major concern 1: To enhance learning effectiveness through e-learning**

Not applicable to SEN Support Team

2. School major concern 2: To nurture students with positive thinking

2.1. To cultivate an inclusive atmosphere which emphasizes mutual respect and understanding

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2.1.1 To nominate SEN students to join the Peer Tutoring Scheme organised by the Guidance Department so as to gain support from peers and Guidance Leaders	Whole Year	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">● SEN Support Team● Guidance Team	NIL
2.1.2 To communicate with Form Teachers/ Subject Teachers of SEN students by providing them the necessary information of the SEN students and initiating case meetings when necessary	Whole Year	Form Teachers/ Subject Teachers acknowledge the support needed and the needs of SEN student(s) in their class(es)	<ul style="list-style-type: none">● Teachers' feedback● CP/EP/ST's advice	<ul style="list-style-type: none">● SEN Support Team	NIL
2.1.3 To organize in-house teachers' training or sharing and promote SEN professional development courses/ seminars/ workshops for teachers to enhance their	Whole Year	Teachers find the activities useful and are informed the relevant SEN training courses available	<ul style="list-style-type: none">● Teachers' feedback	<ul style="list-style-type: none">● SEN Support Team	NIL

understanding of SEN students					
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2.2. To provide support to SEN students for smooth adaptation and transition in their secondary school life

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2.2.1 To provide after-school and pre-exam learning programme for SEN students to nurture them with better self-management and learning skills	Whole Year	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 	● SEN Support Team	NIL
2.2.2 To provide Liberal Studies training workshops for SEN students to nurture them with better strategies and skills in dealing with Liberal Studies	Whole Year	Students and teachers find the workshops worthwhile and useful	<ul style="list-style-type: none"> ● Evaluation forms ● Teacher and/or Social Worker's observation 	● SEN Support Team	NIL
2.2.3 To provide drum training workshops for students with Autism Spectrum Disorders (ASD) and/or Attention Deficit and/or Hyperactivity Disorders (AD/HD) and/or Mental Illnesses (MI)	Whole Year	Students find the workshops helpful in enhancing their social skills and attention/concentration span	<ul style="list-style-type: none"> ● Teacher and/or Social Worker's observation 	● SEN Support Team	NIL
2.2.4 To organise a goal-setting programme 'I Can Shine' for S1 students with Autism Spectrum Disorders (ASD) and/or Attention Deficit and/or Hyperactivity Disorders	1 st Term	Students find the workshops helpful in identifying their strengths, setting their goals and enhancing their confidence	<ul style="list-style-type: none"> ● Evaluation forms ● Teacher and/or Social Worker's observation 	● SEN Support Team	NIL

	(AD/HD) to provide a chance for them to understand their potentials, set goals and enhance their confidence					
2.2.5	To organise a leadership training and career planning programme 'Be a Leader' for S3 – S5 students with Autism Spectrum Disorders (ASD) and/or Attention Deficit and/or Hyperactivity Disorders (AD/HD) to identify their potentials, set goals and develop their leadership	1 st Term	Students find the workshops helpful in identifying their strengths, setting their goals and enhancing their leadership	<ul style="list-style-type: none"> ● Evaluation forms ● Teacher and/or Social Worker's observation 	<ul style="list-style-type: none"> ● SEN Support Team 	LSG (\$40,000)
2.2.6	To provide speech training workshops for students with Speech and Language Impairment (SLI) to enhance their speaking abilities	Whole Year	Students find the workshops useful in equipping them with the skills in speaking and communication	<ul style="list-style-type: none"> ● Evaluation forms ● Teacher's observation 	<ul style="list-style-type: none"> ● SEN Support Team 	LSG (\$30,000)
2.2.7	To provide training workshops for Students with Autism Spectrum Disorders (ASD) to enhance their social skills	Whole Year	Students find the workshops beneficial in developing their social skills	<ul style="list-style-type: none"> ● Evaluation forms ● Teacher and/or Social Worker's observation 	<ul style="list-style-type: none"> ● SEN Support Team 	LSG (\$8,800)
2.2.8	To organize parent training workshops for parents of SEN students to equip them with more effective stress management and parenting skills	Whole Year	Parents find the workshops useful and relevant to their needs	<ul style="list-style-type: none"> ● Parent's feedback ● Teacher and/or Social Worker's observation 	<ul style="list-style-type: none"> ● SEN Support Team 	LSG (\$40,000)
2.2.9	To disseminate the adjustments	Whole Year	Students find the	<ul style="list-style-type: none"> ● Student's 	<ul style="list-style-type: none"> ● SEN 	NIL

needed for SEN students in their daily learning and/or school assessments by discussing with their parents, the subject teachers and school exam team the measures to be taken		adjustments helpful to their learning and fair to their assessments	<ul style="list-style-type: none"> ● feedback ● Teacher's feedback ● CP/EP/ST's advice 	Support Team	
2.2.10 To purchase the necessary facilities and equipment for SEN students	Whole Year	Students find the facilities and equipment beneficial in their learning/ daily school lives	<ul style="list-style-type: none"> ● Student's feedback ● Teacher's observation ● CP/EP/ST's advice 	● SEN Support Team	LSG (\$5,000)
2.2.11 To refer known SEN students and students with suspected special education needs to relevant specialists (e.g. EP/ST/CP) for follow up and/or assessments	Whole Year	Students with special education needs are diagnosed and given the necessary follow-up	<ul style="list-style-type: none"> ● Reports from relevant specialists 	● SEN Support Team	NIL
2.2.12 To provide SEN students the appropriate guidance in school life and their further studies and careers	Whole Year	Students find the advice given useful	<ul style="list-style-type: none"> ● Student's feedback ● Teacher's observation 	<ul style="list-style-type: none"> ● SEN Support Team ● Guidance Team ● Careers and Life Planning Team 	NIL
2.2.13 To employ a school social worker to support SEN students	Whole Year	Necessary support from the social worker	<ul style="list-style-type: none"> ● Teacher's observation 	● SEN Support	LSG (\$450,000)

and provide professional and timely advice when dealing with SEN students		is sought		Team	
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2.3. To provide channels for SEN students to show their potentials and develop confidence

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2.3.1 To organise a goal-setting programme 'I Can Shine' for S1 students with Autism Spectrum Disorders (ASD) and/or Attention Deficit and/or Hyperactivity Disorders (AD/HD) to provide a chance for them to understand their potentials, set goals and enhance their confidence	1 st Term	Students find the workshops helpful in identifying their strengths, setting their goals and enhancing their confidence	<ul style="list-style-type: none"> ● Evaluation forms ● Teacher and/or Social Worker's observation 	● SEN Support Team	Refer to 2.2.4
2.3.2 To organise a leadership training and career planning programme 'Be a Leader' for S3 to S5 students with Autism Spectrum Disorders (ASD) and/or Attention Deficit and/or Hyperactivity Disorders (AD/HD) to identify their potentials, set goals and develop their leadership	2nd Term and Summer Holidays	Students find the workshops helpful in identifying their strengths, setting their goals and enhancing their leadership	<ul style="list-style-type: none"> ● Evaluation forms ● Teacher and/or Social Worker's observation 	● SEN Support Team	Refer to 2.2.5
2.3.3 To organize service and/or game	Whole Year	Students can complete	● Teacher and/or	● SEN	\$1500

booths for students joining the training workshops for students with Autism Spectrum Disorders (ASD)		the target activity successfully	Social Worker's observation	Support Team	
2.3.4 To encourage students to participate in training courses for gifted students in different domains (e.g. those offered by the Hong Kong Academy for Gifted Education)	Whole Year	Students find the courses useful and relevant to their needs	● Student's feedback	● SEN Support Team	NIL
2.3.5 To coordinate and nominate SEN students for scholarships to enhance their self-esteem and confidence	Whole Year	Students apply for the scholarships	● Teachers' observation	● SEN Support Team	NIL

Budget:

Budget (from School)

Items	Total
1. Game booth (Point 2.3.3)	\$1,500
➤ Materials and prize for Game Booth (\$1,500)	
	Total Amount needed: \$1,500

Budget (from LSG)

Items	Total
1. Speech Training Workshops (Point 2.2.6)	\$30,000
2. Social Skills Training Workshops (Point 2.2.7) ➤ 2 groups (\$8,800)	\$8,800
3. S4 and S5 Leadership and Career Training Programme (Point 2.2.5 & 2.3.2) ➤ Workshops, Training Camp & Voluntary Service	\$40,000
4. Parent Workshops (Point 2.2.8) ➤ 2 groups (8 sessions + pre-group + post-group)	\$40,000
5. Facilities and equipment for SEN students (Point 2.2.10)	\$5,000
6. Employment of School Social Worker (Point 2.2.13)	\$450,000 (12 months x MPF)
	Total Amount needed: \$573,800