

**Quality Education Fund**  
**The Dedicated Funding Programme for Publicly-funded Schools**  
**Part B: Project Proposal**

**Project Title:** Collaborative Learning Zone

**Project Number:** 2018/0139 (Revised)

**Name of School:** Sha Tin Government Secondary School

**Direct Beneficiaries**

(a) Sector: ☐ Kindergarten ☐ Primary ☒ Secondary ☐ Special School (Please put a tick in the appropriate box(es).)

(b) Beneficiaries: (1) Students: 807 S1 – S6; (2) Teachers: 53; (3) Parents: 20;  
 (4) Others: alumni

**Project Period:** 2/2019 to 7/2020

**This template only serves as a reference. Items that are NOT applicable can be deleted as appropriate. A Guide to Applicants about the Dedicated Funding Programme for Publicly-funded Schools is available on the QEF website.**

**1. Project Needs**

1.1	Project Aim(s)	The project is to turn a run-down, seldom used corner of the library into a collaborative learning zone that allows students and teachers to learn collaboratively, efficiently and effectively in a tranquil, relatively secluded corner that is surrounded by books, a host of ipads and IT facilities and a stage or venue for sharing and collaborative as well as self-directed learning. With this corner renovated, the reading atmosphere, eLearning, the collaborative culture of learning, self-directed learning that fosters autonomous learning, presentation and discussion skills and language proficiency are expected to be raised. The corner will also become a venue for bringing parents and alumni together with the School to achieve a closer bond for the sustainable development of the school.
1.2	Innovative element(s)	A profusion of innovative elements will be introduced upon the completion of the Zone. In the coming years, theme-based activities of various departments of different key learning areas will be organized in the Zone. Teachers will lead students to form Reading Circles to allow them to read a variety of books, some recommended by teachers and some self-selected by students. Presentation videos in our new English Across the Curriculum tailor-made for S1 students will be shot in the Zone. More, thematic book sharing sessions will be held with the help of parents and alumni. More, the Zone will be a place for other activities held by a horde of clubs and committees including Careers Committee, SLP Team and Staff Development Committee.
1.3	Alignment with school-based / students' needs	The aims of the project are embedded in the major concern of the school, aiming to meet the needs of our students in different areas: promoting good reading habits, raising students' learning capacity through eLearning, collaborative learning among students and teachers, self-directed learning and activities that can boost students' language proficiency and generic skills.

**2. Project Feasibility**

2.1	Key concept (s) / rationale(s) of the project	In line with the directives of the EDB and the HKSAR, reading, eLearning and language education have been the foci of our school in the current school development plan. Our teachers believe that the integration of reading, eLearning, self-directed learning and language education can greatly enhance the learning capacity of students. The subject-based Reading Circles, the joining of the eRead scheme, the incorporation of eLearning in learning and teaching, the start of self-directed learning fully reflect our beliefs and our determination to boost our students' learning capacity to a higher level and the Collaborative Learning Zone will be one indispensable part of all our initiatives to fulfill these objectives.
2.2	Applicant's readiness	The school is now at Stage 3 of Wifi 900. Online support is ready to support the use

	or ability/ experience/ conditions/ facilities for project implementation	of ipads for eLearning, self-directed learning and all kinds of reading activities in the new library corner. What we desperately need now is a venue that can allow the newly introduced activities to run efficiently and effectively. For example, students can be able to search online with ipads for their self-directed learning projects or read their favourite ebooks from the eRead scheme regularly. In fact, there is no other venue in school that suits the very variety of our activities mentioned above, as a classroom will not be equipped with adequate IT facilities, an industrious reading atmosphere or a relaxed corner for students and teachers to chat and share. The renovation of a corner in the library will be the most ideal place to fulfill all these objectives.
2.3	Principal's and teachers' involvement and their roles	<p>Roles of Principal(s) &amp; Teachers in charge of Major Concerns:</p> <ul style="list-style-type: none"> <li>To devise new initiatives based on our strengths and weaknesses to allow our students to learn autonomously through reading, eLearning and self-directed learning making use of this new zone</li> <li>To discuss with all teachers regularly how to make use of the zone effectively to facilitate the learning of our students in different key learning areas</li> <li>To evaluate the project thoroughly to make sure that the zone can be used sustainably</li> </ul> <p>Roles of Teachers:</p> <ul style="list-style-type: none"> <li>The teachers in charge of Reading Circles, or Reading Across the Curriculum, and other committees will be responsible for designing and conducting activities for students to achieve the above-mentioned objectives.</li> <li>Teachers, alumni and parents will be invited to conduct a host of book sharing sessions with students using the zone.</li> <li>Teachers involved will also lead students to discuss and complete self-directed learning assignments and projects.</li> </ul>
2.4	Parents' involvement / participation (if applicable)	Parents will be invited to conduct the sharing sessions in the zone to boost the reading atmosphere and culture. We are to build a reading atmosphere that bonds parents and their children together.
2.5	Roles of collaborator(s) (if applicable)	Alumni, especially good writers, will be invited to share their experiences and works in the zone. Writers or celebrities outside the school may also be invited to give talks or conduct workshops if community support from bookstores, universities or any institutes can be sought.

## 2.6 Implementation timeline

Implementation period (MM/YYYY)	Project activities
2/2019	Completion of the quotation exercise for the renovation works and the procurement procedures for iPads
3/2019 – 4/2019	Renovation works
5/2019	STGSS Reading Circle Scheme
5/2019	eLearning across curriculum for S1 students
6/2019 – 7/2019	Meeting to discuss the implementation of the project Refinement will be made for the coming school year
9/2019 – 6/2020	Inter-class eRead Scheme (S1 to S3) STGSS Reading Circle Scheme eLearning across curriculum for S1 students
9/2019 – 10/2019	Staff Professional Development
11/2019 – 12/2019	Workshops or sharing organized by the Careers Committee and Other Learning Experiences Committee
9/2019 – 6/2020	Book sharing (Author, Parent or Alumni)
7/2020	Evaluation

2.7 Details of project activities (Item (a)-(f) not applicable to this application can be deleted.)

a. Student activity, if applicable

Activity name	Content (Including the topics, implementation strategies/modes, target beneficiaries, selection criteria, etc.)	Number of sessions and duration	Teachers' involvement and/or hired personnel (Including the roles, qualifications and experiences required of the speaker(s)/instructor(s), etc.)	Expected learning outcomes
Reading Circles	<ul style="list-style-type: none"> <li>-Promote reading atmosphere</li> <li>-Enrich knowledge in all areas</li> <li>-Enhance speaking and presentation skills</li> <li>-Foster collaborative and self-directed learning</li> <li>-Raise learning capacity through assessment for learning</li> </ul>	6 sessions per school year	Teachers from different key learning areas for designing and conducting reading activities	<ul style="list-style-type: none"> <li>-board exhibitions on recommended books of students</li> <li>-book presentations of books read by students on various occasions</li> <li>-reading atmosphere will be further enhanced</li> </ul>
Inter-class eRead Scheme (S1 to S3)	<ul style="list-style-type: none"> <li>-Encourage students to read eBooks from the eRead Scheme</li> <li>- organize Inter-class eRead Scheme Competition</li> </ul>	9/2019 – 6/2020	Teachers from English and Chinese Departments	<ul style="list-style-type: none"> <li>-number of eBook read by students would be counted and “eRead Charts” of each class would be shown outside the library</li> <li>-awards would be given to the outstanding students in each class</li> <li>--reading atmosphere will be further enhanced</li> </ul>
eLearning across the curriculum for S1 students	<p>- Through engaging in purposeful and meaningful reading, students are guided to connect reading texts related to various KLAs with their previous knowledge and life experiences.</p> <p>-E-learning has to be an integral part of teaching and learning in our school S1 eLearning across the curriculum lesson. For example, the Geography teacher and the English teacher will agree on a topic (for example, climate change) that is beneficial to the learning of students in both subjects. An after-school or lunch reading, discussion and/or presentation session will be held in the Zone after the integration of the curriculum of the two subjects. <u>Thus, collaboration between the language and non-language teachers will be enhanced.</u></p>	5/2019 9/2019 – 6/2020	Teachers from English, Chinese, Geography and Chinese History Departments	<ul style="list-style-type: none"> <li>- providing opportunities to help students gain a sense of achievement and become engaged in reading</li> <li>- helping students connect their reading experiences across KLAs and subjects, and developing their self-learning capacity</li> </ul>

	<p>-Moreover, groups of 5-6 students will be guided by a teacher to make presentations and discussion over recommended books or self-selected books on <u>at least 2 different KLAs</u> to raise the interest of group members who may not be attracted to books of a different subject. For example, a book about Maths and a book from Business and/or Geography can be read and shared among the group and the teacher or the participants may present their books and the common components (e.g., Maths in business and Geography). As a result, <u>reading experiences will be shared across different KLAs or subjects.</u></p> <p>-Also the Chinese Language teacher will collaborate with a teacher of another subject (e.g. Chinese History) in teaching a topic that incorporates the same or similar contents of both subjects. In-classing will be conducted to teach students the subject knowledge of a certain topic or skill and then students will be requested to do research and learn collaboratively in the Zone through browsing articles on the ipads in the Zone, discussing and analyzing the topic with the assistance from both subject teachers and come up with a conclusion or some findings to be presented in class later. The Zone will provide a venue with IT facilities like ipads to facilitate learning in both subjects. <u>Collaborative learning among students and teaching will be greatly enhanced.</u></p>			
Careers and OLE workshops	<p>- Mentorship Programme, group sharing on JUPAS and non-JUPAS pathways and other career opportunities will be held</p> <p>- SLP writing workshop</p>	11/2019-12/2019	Teachers from the Careers and OLE Committee	- students are more career oriented and confident in future planning
Book sharing (Author, Parent or Alumni)	-Thematic book sharing from different stakeholders	9/2019 – 6/2020	librarian, teachers from the Parent Teacher Association and Alumni Association	- Students' reading motivation and learning effectiveness are enhanced

b. Equipment (including installation of new fixtures or facilities), if applicable

	Details of equipment to be procured	Contribution to fulfilment of the project aim(s) and if applicable, the expected utilization rate
1	purchasing furniture (table, chairs, sofa)	to accommodate 20 users
2	purchasing iPads	to cater for the need of e-reading

c. Construction works, if applicable

	Details of the construction works proposed	Contribution to fulfilment of the project aim(s) and if applicable, the expected utilization rate
1	Space in the School Library will be made available for setting up a collaborative learning zone. The school will seek approval from relevant government departments in accordance with the School Administration Guide and seek approval from the Regional Education Office before project commencement.	to establish a welcoming, inspiring and sustainable environment

(Public sector primary and secondary schools, including DSS schools, and special schools should refer to Paragraph 8.6 and other relevant paragraphs in the *School Administration Guide*. Kindergartens under the New Kindergarten Education Scheme should observe Paragraph 1.2(1)(g) in the *Kindergarten Administration Guide*.)

2.8 Budget

**Total Grant Sought: HK\$ 133,900**

Budget Categories*	Breakdown for the budget items		Justifications (Please provide justification for each budget item, including the qualifications and experiences required of the hired personnel.)
	Item	Amount (HK\$)	
a. Equipment	15 sets of iPad	38,900	-implementation of the “Inter-class eRead Scheme” - students can use ipad to log in with their HKEdCity student account for reading different types of books and thus reading culture will be cultivated - students can input ideas, record video and join in discussion via ipad in the activity ‘e-Learning across the curriculum for S1 students - our school has subscribed a career website so students can get the latest news about career-related activities via ipad in their life planning workshops
b. Works	Alternation of Library	15,000	demolishing existing fixtures and equipment in the collaborative learning zone
		60,000	basic renovation works, electrical works and network wiring
		15,000	purchasing furniture (table, chairs and sofa)
c. General expenses	Audit fee	5,000	meeting project requirement
<b>Total Grant Sought (HK\$):</b>		<b>133,900</b>	

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(i) Applicants should refer to the *OEI Pricing Standards* in completing the above table. All staff recruitment and procurement of goods and services should be carried out on an open, fair and competitive basis. Budget categories not applicable to this application can be deleted.

(ii) For applications involving school improvement works, a contingency provision of not more than 10% for carrying out works is considered acceptable.

(iii) For projects lasting for more than one year, a contingency provision of not more than 3% of the total budget exclusive of staff cost and works expenditure (including the related contingency provision), if any, is considered acceptable.

### 3. Expected Project Outcomes

3.1	Deliverables / outcomes	<input checked="" type="checkbox"/> Learning and teaching materials <input type="checkbox"/> Resource package <input type="checkbox"/> e-deliverables* (please specify) _____ <input type="checkbox"/> Others (please specify ✓) _____ Inter-class eRead Scheme Competition, Reading circle handbook *For e-deliverables to be hosted on HKEdCity, please liaise with HKEdCity at 2624 1000.
3.2	Positive impact on quality education/ the school's development	Enhance the learning capacity of students through reading, eLearning and self-directed learning.

#### 3.3 Evaluation

Please state the methodologies of evaluating project effectiveness and provide the success criteria.

(Examples: lesson observation, questionnaire survey, focus group interview, pre-test/post-test)

Observation:

1. Observation of the morning reading sessions and sharing sessions
2. The performance of students in the Inter-class eRead Scheme and reading circles
3. Teachers' feedback from various activities
4. Inspection of the log book (use of collaborative learning zone)

Performance change of students in assessment:

1. Compare the students' performance with the previous years
2. A better reading atmosphere is created
3. Feedback from teachers and students is positive
4. Students' performance in the reading programmes and activities is satisfactory

Survey:

1. Teachers and students survey to collect feedback on the use of the Collaborative Learning Zone

Other success criteria

1. At least one activity is organized by individual subject panels/KLAs in the Collaborative Learning Zone in a year
2. At least one activity is organized for teachers / alumni /parents in the Collaborative Learning Zone
3. Over 70% of students are more motivated in the S1 eLearning across the curriculum lesson

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**For applications with grant sought exceeding \$200,000, please complete Parts 3.4 and 3.5.**

#### 3.4 Sustainability of the project

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#### 3.5 Dissemination

Please provide a dissemination plan for sharing the good value of the project with the school sector.

(Examples: dissemination seminar, learning circle)

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## Assets Usage Plan

Category (in alphabetical order)	Item Description /	No. of Units	Total Cost	Proposed Plan for Deployment (Note)
audio and video equipment				
book & VCD				
computer hardware	15 sets of iPad	15 sets	38,900	Keep the iPads in our school for future use
computer software				
musical instrument				
office equipment				
office furniture				
sports equipment				
Others				

*Note: for use by school / organization / in other projects (please provide details of the department / centre to which the asset will be deployed and the planned usage of the asset in activities upon project completion).*

### Report Submission Schedule

I / My school / My organization commit(s) to submit proper reports in strict accordance with the following schedule :

Project Management		Financial Management	
Type of Report and covering period	Report due day	Type of Report and covering period	Report due day
Progress Report 1/5/2019 - 31/10/2019	30/11/2019	Interim Financial Report 1/5/2019 - 31/10/2019	30/11/2019
Progress Report 1/11/2019 - 30/4/2020	31/5/2020	Interim Financial Report 1/11/2019 - 30/4/2020	31/5/2020
Final Report 1/5/2019 - 31/10/2020	31/1/2021	Final Financial Report 1/5/2020 - 31/10/2020	31/1/2021

