

Li Po Chun United World College of Hong Kong
Report on Development Plan 2015-16

(A) Leadership and Management (Principal - Arnett)

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets for 2015-16
A1) Development of the use of data as part of the decision and evaluation processes	Consideration of data that the College collects and how this can be utilised at the College.	AE	10/15 10/15 06/16		Identification of the data that the College utilises during 2015-16 particularly within Academic; EOTC and Student Welfare Identification of comparative data that is utilised during 2015-2016 Report produced demonstrating how data is being utilised at the College.	Task Force set up to look at the use of surveys with students; staff and parents Task Force led by PH. One short questionnaire produced for Y2 students on time allocated for teaching IB Diploma which will be fed into the review of Day/Week/Year in 2016-2017
A2) Further to Enhance the Leadership capacity within LPCUWC	Consideration of approaches to leadership at the College	AE			Consider the role of HODs/HOH/China Week/Project Week Coordinator in the leadership of the College Invest in Staff Development with respect to leadership	Formal set-up of the Extended Focus Team consisting of F.T./HOD/HOH/Trips Coordinator 4 members of staff attended Emerging Leaders programme organised by ESF
A3) Appraisal	Continuation of the development of the appraisal process.	AE	10/15		Changes to the appraisal process are implemented based on the feedback received Appraisal process to have a focus on observation.	Appraisal process reviewed. Key changes: Observation of an activity (academic; EOTC; Student Welfare) each year Meeting with the Principal annually

A4) Review of the Year	Review to take place on the changes to the structure of the weekly cycle with a focus on changes to the length of the year.	AE	10/15		Review to include feedback of different stakeholders. Consider changes that may affect college year 2016-2017.	Review postponed to 2016-2017 due to feeling that needed to let the changes implemented in 2014-15 should be seen through.
A5)	To further consider ways to synergise the 3 domains: Academic/EOTC/Student Welfare	Focus Team			Consider how “Approaches to Learning” can be applied across the 3 domains Consider how the appraisal process will facilitate greater synergy between the 3 domains.	Appraisal process amended with a focus on observation by different teachers in the three different domains.
A6) Review of Policies	Review of Policies: i) Accommodation Policy ii) Fundraising Policy iii) Adverse Weather Situation iv) Complaints Procedures	AE AE/SR AE AE	10/15 10/15 10/15 01/16		New policies applied by the Board.	Fundraising Policy draft submitted by SR. Accommodation Policy to updated in 2016. Adverse Weather situation updated. Complaints Procedure to be updated in 2017-2018
A7)	Review of Admissions process for students for a potential admissions deadline of December 2016 for entry 2017-2018	AE/KK	09/15		Appointment of Admissions Director (new position) Consider approaches to increase the number of applications within Hong Kong Consider approaches to overseas fee paying students both with National Committee and Direct Entry Strengthen the work with the HK Committee and UWCGO	New Admissions Director appointed Strong relationship built with HK Committee and UWCGO Reviewing the time-line change for entry in August 2018 (selection 2017 - 2018) Approaches for fee-paying students being considered.

A8)	Continuation and Development of Fundraising Initiatives and Communication Strategy (see separate Fundraising Plan) for Board Meeting November 2015.	AE/WH			Consideration of the UWC International Community Engagement Strategy and how LPC can support this Continuation of the work of linking with UWCGO and Hong Kong Committee Develop systematic strategy for developing leads for Corporate donors and wealthy individuals	New Development Director appointed. Opportunities to work on the Shelby Matching Fund utilised. Work with Class of 2016 to raise (with the Shelby Matching) over \$1M HKD. Two Sri Lankan students scholarships.
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(B) Academic Development (Director of Studies – Beta)

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
B1	Implementation of DP ATLS across departments	NC/HODs	6/16	Minimal	Staff trained in ATLS? Are ATLS audited across College? Are opportunities being developed to address need?	ATL workshop conducted by Lance King in August, 2015, and all departments would incorporate different ATL skills within their DP Planners. Group blocks allocated for departments to address such needs.
B2	Review Academic Honesty Policy	NC/HODs	12/15	Nil	Has the Policy been reviewed and edited? Does the policy meet IB expectations? Is it linked to Assessment policy and ATLS	Agenda item added to the HOD Meeting and preliminary discussions suggested on sections of current policy to be reviewed. Because of a last minute change-over of the DOS, the review process will be completed in 2016 – 2017.

B3	Participation in CEM review of language testing	NC	06/15	Nil	Have students completed the tests? Are CEM providing feedback?	Because of a delay in the initial setup of student info (due to a breakdown in communication), proposed test dates were missed and no further opportunities were available for later tests.
B4	Develop ICT steering committee	NC / KC	06/15	Nil	Is there an ICT steering committee? Does it represent ICT users across community?	An IT Development Committee was initiated and will be in operation in 2016 – 2017 to consider a new Student Information System and IT in Education for the college.

(C) Student Welfare Development (Director of Student Welfare – Michele)

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
C1) Consideration of an all rounded Lifestyle guidelines for the LPCUWC community(g) Emphasis on Sleep and Stress	To investigate the possibilities of inviting experts: to talk to students re: sleep and stress to audit the situation re: lack of sleep and advise on actions	MM and HoHs	all year	TBC	Are we successful in inviting relevant persons?	Christian Chan came to speak to student and life style committee about sleep. Ongoing Survey on sleep done. Finding used to change 'lightsout' and room closing time. On going
	To investigate PD options for all staff re: students Mental health to staff. Positive School Conference in Singapore for Residence team Wellbeing conference (Pearson College) All Staff PD	MM	11/15 06/16 08/16		Do staff attend workshop? Is there PD on Mental health issues in August?	HoH went to a Positive Education workshop. August 16: Sue Roeffey was invited to lead a workshop for all staff on Positive Education 2 members of staff went to the Wellbeing conference in Pearson College in June 2016 Mindfulness was on offer for students in both term.
	Promoting Mindfulness	MM	Sept	Budgeted	Are students/staff attending Mindfulness	

C2) Sustainability	Induction of new staff: all tutors Staff in charge of Campus Ecologist	MM	09/15		Was Sustainability part of the induction?	Sustainability is on the agenda of the First Tutor team meeting and for students during OW.
	Introduce guideline for good practice on day 1 of first year. 'Be green Book'	HoH and Sust. com. MM / FH	09/15		Book presented to all Year 1 student during OW	Be green Book is presented during OW
	Introduce the use of recycled paper at the College Continue awareness raising re: meat free Monday/ electricity/water... consumption.	Sustain. com.			Is Paper bought by the College recycled? Promotion/ education throughout the year. Topic of CoP day.	Some paper used at the college is recycled (on going) Awareness re: sustainability is present through House Meeting/Cop day/ Marine week. (on going)
	Continue to develop a Sustainability education curriculum plan (links to academic/ green school awards..)				Is progress made with Green school awards?	No progress were made on the curriculum plan
C3) University	Develop system/plan for UGC assistant to participate in UCAS/OACAC or other similar workshops	KB	06/16	Budgeted	Findings shared with staff in August 2016	UGC assistant participated in the regional "Global University Counsellors Conference" conference and workshops in Singapore.
	Individual meetings with Y1 students between the month of March and May 2016	KB	03/16 - 05/16	None		Conducted interviews with students before end of May

(D) Education Outside of the Classroom Development (Director of Education Outside of the Classroom – Steve)

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
D1) EOTC/CAS	Review and update of all EOTC materials to reflect the new IB CAS Guide beginning in Year 1 in 2015-16	SR	08/15	Nil	All updates to be shared & reviewed by stakeholders including EOTC Committee	Completed in August 15.
D2) EOTC/Trips	As part of the above, review all Trips Forms and change to Google format where forms can be completed online.	SR (with JH)	08/15 – 10/15	Nil	All revisions to be shared and evaluated by stakeholders including Trips Committee. Online Google format to be piloted.	Completed. Trips forms updated and saved as Google forms.
D3) EOTC/Camp Store	Camp Store and equipment to be consolidated (rationalising storage space & acquiring sufficient supplies/resources).	SR (passing over to JH)	08/15 - 10/15	Included in 2014-15 budget	Camp Store to be ready before China Week and sufficient equipment in place to ensure all College/trips needs are met.	Completed.
D4) Well being of students	Continue fitness programme with re-introduction of Student Fitness Trainers	SR	08/2015 – 09/15	Nil	Find more effective time-slot for fitness sessions than in previous year & facilitate student training to supervise Fitness Room.	Taking place in academic year 16-17.
D5) Fundraising Policy	Fundraising policy to be reviewed	SR	08/15 – 10/15	Nil	SR to produce first draft and review with Director of Administration in the first instance.	Completed and submitted to the Principal.
D6) Outdoor activities	Investigate possible implementation of AYP as addition to College outdoor activities programme.	SR	08/15 – 01/16	Nil	SR to begin initial investigation and review with EOTC Committee	EOTC Committee discussions have taken place. No further development until arrival of new (AYP qualified) staff in August 16.

D7) EOTC	Streamline EOTC responsibilities & processes	SR/SC/JH	08/15 – 05/16	Nil	Begin by reviewing attendance procedures with view to weekly monitoring by EOTC Secretary.	This took place but the attendance system proved ineffective. SR to implement new system in summer 16. SC will help with delivery of this and also perhaps monitoring of budget expenditure.
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(F) Humanities Department

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
F1 DP planner	Each subject to use DP planner (incorporating the ATL) for curriculum documentation	All G3 staff	May 2016		Each staff will work on one topic/unit in their subject syllabus using the DP planner and it should be available on Haiku in May 2016	Esther has completed two unit planners (micro & macro revision; trade for Y2 students) Paul has completed two unit planners, one on History and one on Global Politics. Julie has provided a scheme of work for two years with topic, resources and student work. The above are available with Esther and can be used as IB review document.
F2 Class visits	Staff within the department is encouraged to visit each other's classes to share good practices in teaching. This should be arranged with the teacher ahead of time. There should be de-briefing after each visit to enhance professional development especially focusing on the	All G3 staff	05/16		A record should be kept when staff visit each other's class. This can be shared in the department meeting.	A number of class visits took place in the second term. Esther and Paul visited each other's classes. There was also class visits between departments. Esther and Debbie (Maths) visited each other's classes and Esther also visited Helen's language class. Oral debriefings were done after the visits. Teachers involved were positive about the

	ATL.					experiences. Besides class visits, there was also team teaching in Global Politics between Paul and Julie. Feedback on co-teaching: Appreciation for what students learn when they are asked to present in front of their peers; Developing consistency in our understanding of criteria; The value in developing templates which students then fill out with their relevant learning
F3 Assessment	Each subject would follow the assessment policy and put their assessment on calendar	All G3 staff	May 2016		HOD would monitor the calendar and to coordinate with other HODs to make sure that students are not overloaded with too many assessments in a specific period of time.	Esther monitored the calendar and had swapped the group block with other departments to facilitate assessment.

(G) Languages Department

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
G1 DP Planner	DP Planner Unit Development planning for each subject area and level in Groups 1 and 2, incorporating ATLS and ATTs. For each subject and level, at least one full Unit Plan will be completed.	All G1 and G2 staff	05/16	Nil	Each staff/subject team will work on at least one topic/unit in their subject/level using the DP planner.	Work in progress

G2 Assessment	Comprehensive assessment overview - in line with the new assessment guidelines, produce a yearly overview of all assessments in each course, and develop a relatively uniform system of awarding grades (across the languages, not the courses)	All G1 and G2 staff	05/16	Nil	Subject teams will collaborate on establishing assessment calendar and grade calculations. Outcomes will be published to the students	The new assessment policy has been implemented and the Y1 and Y2 assessment calendars are being utilised to schedule and stagger the many assessments in Groups 1 and 2. A departmental assessment and deadlines calendar is shared with the DoS and the students
G3 Planning and Collaboration	Make use of a number of 'other' group blocks (3, 4, 6) to plan, collaborate, develop units, moderate samples (also across languages)	All G1 and G2 staff	05/16	Nil	Monitoring / evaluation will take place at regular intervals, so as to make best possible use of these sessions	Extensive Group block planning has taken place, with a number of innovative and department-wide group block activities offered to the community

(H) Theatre

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
H1) Academics	Complete implementation of new Theatre Guide	SR	08/15 - 05/16	Nil	Completion of assessment tasks and performances by March 2016	Completed.
H2) "Strong links and understanding with China and Chinese Culture"	Implementation of new working relationship with Danny Yung and Zuni Icosahedron Theatre Company	SR	08/15 - 05/16		Implementation of: 1) One China or Project Week trip in collaboration with Danny Yung/Zuni. 2) Guest artist residency by Chinese Opera performer.	Zuni Icosahedron proved inconsistent in building relationship and expensive in related charges. This relationship will not proceed.

H3) “We have deep and lasting partnerships and understanding within local Hong Kong communities.”	Continued sharing of performances with local schools.	SR	09/15 - 04/16		Continue offering of performances by LPC Theatre students at schools such as Creative, Renaissance and Shatin and further seek relationship with more ‘local’ schools.	Unfortunately, Renaissance College cancelled the performance at short notice. No other Theatre performances arranged although Playback Theatre performed to many local schools.
H4)	Explore possibilities for greater experimentation & variety in theatre performances/events at the College	SR	08/15 - 04/16		Including extension of Psychodrama group therapy and possible staging of events such as ‘24 Hour Drama Event’.	Psychodrama second year completed. 24 Hour Drama Event and United World Theatre moved to year 16 - 17.

(I) Mathematics Department

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
I1 DP Planning	DP Topic/Unit Development Planner for each subject area in Group 5, incorporating ATLs.	All G5 staff	May 2016		Curriculum documentation for Maths HL, SL and Studies are collaboratively developed and uploaded on Haiku.	Process started but not completed due to a last minute change of half of the department. This will continue in 2016 - 2017.
I2 GDC Review	Revision of current TI models for effective delivery of the latest curricula.	All G5 staff	January 2016		Comparison and cost analysis of different GDC make and models for syllabus coverage of different subjects.	Completed and the recommendation is to continue with the TI GDCs with Nspire for HL and SL but 84+ for Studies.
I3 Assessment Calendar	Formative and summative assessment planning for each subject area in Group 5, incorporating group blocks.	All G5 staff	September 2015		Allocation and distribution of assessment deadlines for both year groups for all maths subjects.	Completed and to be repeated for 2016 - 2017.

(J) Science Department

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
J1- DP planning	DP Topic/Unit Development Planner for each subject area in Group 4, incorporating ATL's.	All G4 staff	May 2016		Staff to complete one unit plan per term. To be uploaded onto Haiku.	Work in progress, continuing into 2016-17
J2 - Assessment Policy	Integrate and update the existing G4 assessment policy into the new college-wide assessment policy. Increased focus on formative assessment.	HoD and G4 staff.	Dec 2016		Updated policy document in place by December. Assessment calendar identifying major tests and IA available to students.	Policy implemented, and shared with college community.
J3 - Internal Assessment	Complete the planning and first run of the new IA program in G4.	All G4 staff	May 2016		Process will run in first term and evaluation sessions will occur in early term 2 to review success.	First cycle of IA completed successfully. No moderation of teacher's grades. Fine tuning of process on-going.
J4 - Haiku Development	Continue to try and increase the use of Haiku as a pedagogical tool.	All G4 staff	May 2016		Sharing ideas and successful lesson plans in department meetings.	Limited progress as not all staff support the use of Haiku as a platform.

(K) TOK Team

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
K1-DP Unit Planner and ATLS in TOK	Develop DP unit planner for areas of knowledge incorporating ATL in TOK.	TOK Team	May 2016		Team leader and team to work together to develop the DP unit planner for each area of knowledge and the introductory topics	DP Planner being worked on currently- lack of planning/meeting time.

K2 - Develop Haiku as a resource platform for TOK	Continue to develop Haiku as a pedagogical tool and also increase resource sharing.	TOK team	May 2016		Team members to share resources and demonstrate good practices within team on the use of Haiku as a teaching and learning tool.	Members of the team have been regularly using the platform and also contributing to the resources.
K3- Increase number of guest speakers on relevant TOK topics	Continue to attempt to bring in more guest speakers to add to the variety of speakers and also benefit from their knowledge and experience. This also adds a variety of perspectives to TOK topics.	TOK team	May 2016		Team members and also community sources to help bring in more guest speakers for relevant topics.	We have brought in few guest speakers although this was a bit of a challenge as most of the TOK group blocks happened to be the 7:30 a.m. block when it was difficult to get speaker to come in that early. However, have worked with DOS to change this and have a more equitable distribution of group blocks to enable the TOK team to bring in speakers.
K4- IB TOK workshop PD for new teachers	Identify the PD needs for new TOK teachers	DOA	May 2016		Assess the PD needs of the team and find appropriate IB TOK workshop training.	In school TOK workshop conducted by TOK team leader for new team members (4) and based on the staff joining the team PD needs will be assessed.

(L) Visual Arts

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
L1	Implementation of ATLs	WT / HODs	05/16	Nil	Does VA align with / contribute to College ATL overview? Are ATLs identified in DP planner?	Yes

L2	Integration of ICT into VA Planning	WT / ICT support	02/16	Nil	<p>Does student work reflect use of ICT resources</p> <p>Does ICT meet needs of students (software available?)</p> <p>Are resources sufficient for demand?</p>	<p>Yes: Teaching GIMP & Photoshop, digital media art. Making use of two new Mac computers in the art rooms.</p> <p>Yes.</p> <p>Additional purchases to be made: tablets and stylus, digital camera and tripods for camera / iPads.</p>
L3	Subject development of Group Blocks	WT / SR	04/16	Nil	<p>Are Group Blocks enhancing student experience?</p> <p>Are VA / Gp 6 group blocks promoting arts in community?</p>	<p>Yes: took the initiative to draft up collaborative Group 6 project. Received student feedback in class, enjoyed the experience. Would like to see VA students respond to theatre more, complete the cycle.</p> <p>Yes: Visiting artist lecture in Group 6 block was open for everyone. Field trips to galleries and Art Basel open to community.</p>