

The INSET model adopted within the ESF has evolved over the years to include a number of different approaches for support.

The following pages give some examples, in no particular order, of some of the INSET opportunities and strategies available to staff. For more details contact your school INSET co-ordinator or the Education Officers at the Foundation Management Office.

INSET OPPORTUNITIES

STUDY LEAVE

In the conditions of service offered to staff is a paragraph about "Study Leave", stating.....

"with the approval of the Secretary, study leave may be granted on full, part or no pay."

It is advisable to first discuss any requests with your own principal.



OPEN LEARNING FOR EDUCATION ASSISTANTS

See page 14.

TEACHER EXCHANGES

Exchanges with teachers have taken place for some time now. Usually this is achieved through the individual initiative and enthusiasm of staff finding a colleague to exchange with.

Criteria to consider if you are interested:

- *FIRST discuss the issue with your principal*
- *Your 'exchange' colleague should not disadvantage the children you work with.*
- *The exchange should not involve the ESF in any extra financial expense or responsibility*

..... with these in mind you can then set about your 'investigation'.

OVERSEAS VISITS

In 1994 a scheme was set up to fund Deputy Principals to allow them to have professional overseas visits during either holiday periods or term time. These visits, maximum length two weeks, could be for a variety of different professional experiences: conferences, INSET, visits to schools, study of a particular curriculum area etc. and are not limited to the UK.

From SEPT '96 the scheme was widened to allow any ESF teacher to apply.

The scheme is on hold for 2001-2002 but may be reintroduced in the future..

FUNDING OF VACATION COURSES

This fund used to be solely for funding ESF staff to attend courses in the summer holidays but in recent years it has been extended to cover the other holiday periods.

In 2000-2001 a number of staff were funded to attend courses and most of their reports can be seen at <http://www.shambles.net/filearea/fa107/>

In 2001-2002 the budget has been approved for this programme, it does not cover air fares but can cover course fees, local travel, accommodation and course materials. As a guideline the maximum per person per year is about HK\$5,000. The fund can support about 20 staff.

Application is made using a proforma from your INSET co-ordinator and there are three deadlines by which applications should be received by the ESF INSET co-ordinator:

30 Nov / 25 Feb / 26 April



FURTHER DEGREES AND QUALIFICATIONS

A growing number of teachers continue to take courses run by overseas Universities which lead to a first or further degree, diploma or certificate. They involve a mixture of work with tutors in Hong Kong and distance learning materials.. The following illustrate this provision:

- Loughborough University of Technology M.A.
(Fax: 002 44 509 610813)
- University of Nottingham M.Ed
(Fax: 002 44 602 420825)
- University of Bath B.Phil. M.Ed
(Fax: 002 44 225 826113)
- Lancaster University (+WES) (fax: 002 44 5394 30289)
- University of Sheffield
- British Council

The BC in Hong Kong now takes an active role in co-ordinating further degree part-time courses run in Hong Kong by U.K. Universities. (tel: 2879 5138)



SCHOOLS INSET DEV. PLANS

Copies of all ESF schools INSET development plans can be downloaded from:

<http://www.shambles.net/filearea/INSETdplan/>

TAX RELIEF FOR COURSE FEES

In the 1996-97 Hong Kong budget the Financial Secretary announced that assistance will be given to those aiming to improve themselves through a course of study.

"Tax relief is available up to the sum of HK\$12,000 for tuition and examination fees spent on a prescribed course of education."

There must be a "qualification" at the end of the course but the Commissioner of Inland Revenue does not define what is meant by this term.

If you are therefore spending your own money to attend INSET or for a further degree.... you are advised to check with the Inland Revenue, you may save some money!

Jamie McKenzie in Hong Kong

The German Swiss International School has invited Jamie McKenzie to Hong Kong to run some sessions on 22nd and 23rd February 2002.

He is internationally known for his work in the areas of 'Information Skills' and 'Information Literacy', he has an excellent website at <http://www.fno.org/>

There is an opportunity for non-GSIS staff to attend these sessions which cover areas such as 'Forming the Information Literate School Community', 'The Research Cycle', 'The Questioning Toolkit', 'Learning Digitally', 'The Ten Most important Staff Development Lessons' and 'Planning for Student Learning'.

The 2-day course (8:00am to 3:30pm) will be run at GSIS and is aimed at teachers, librarians, IT co-ordinators and school managers. The final cost has not been decided yet but should not be more than HK\$2,000 per person.

If you wish to apply then send a deposit of HK\$1,000 to Ms Ida Griffiths Zee at GSIS (see page 80 for address) or email igriffiths-zee@gsis.edu.hk





HKU UPDP

The 'Unified Professional Development Project' is a partnership scheme between the University of Hong Kong and schools.

The main aim of UPDP is to allow teachers from "Partnership Schools" to be released from teaching duties in order to work with University staff members of the Department of Curriculum Studies on a school orientated project over a continuous period of three to five months.

There are also a number of other partnership opportunities with the University, for details tel: 2857 8550, email updp@hkucc.hku.hk or look at <http://updp.hku.hk>

INSET PROVIDERS IN HONG KONG

All of the following offer courses that will be of interest to ESF staff, they all publish a prospectus at least once a year.

- SPACE: School of Professional and Continuing Education
 - Run by the University of Hong Kong
 - tel: 2547 2225 fax: 25559 7545
- The Hong Kong Institute of Education
 - Division of Extension Studies
 - tel: 2803 2420 fax: 2559 5303
 - email ilec@hkucc.hku.hk
- The Open University of Hong Kong
 - OU has four schools & one centre
 - Similar function as UK Open University
 - 170 page prospectus for 1997-98 tel: 2309 2188
 - <http://www.oli.hk> <regwww@olivil.oli.hk>
- Centre for Professional and Continuing Education
 - The Hong Kong Polytechnic University
 - 100 page prospectus - tel: 2766 6666 fax: 2363 0540
- YMCA of Hong Kong
 - tel: 2369 2211 fax: 2722 4040
- Island School Evening Institute
 - see page 49
- Hong Kong Red Cross
 - Standard first aid certificate course
 - Contact Grace Lo, tel: 2424 6430 fax: 2845 3313
- Department of Curriculum Studies
 - Hong Kong University tel: 2859 2543 fax: 2858 5649
- Hong Kong Education Department
 - Adult Education Section tel: 2892 6669
- City University of Hong Kong
 - tel: 2788 9086 or 2788 9070 email: asgrad@cityu.edu.hk
- Hong Kong Baptist University
 - tel: 2794 3665 email: postgrad@hkbu.edu.hk

The above organisations all offer courses relevant to both teaching and non-teaching staff, in English and in Cantonese.

INSET 2000- 2001

Last year offered many opportunities to staff who were looking for professional support. The following is a brief list of some of the ESF-wide events and programmes and some of the facilitators that shared their experiences. It does not list the equally (*or more*) impressive individual school-based, school-focussed programmes. (*in no particular order*)

- Staff Review and Development (*see page 31*)
- EAL (*see pages 34 & 35*)
- Assessment Key Stages 1 & 2 (*see page 52*)
- New staff induction (*annual event*)
- Information Technology (*see page 46*)
- Mandarin
- ART (*UK GCE 'A' level chief examiner*)
- Education Assistants (*Early Yrs/SEN & EAL*)
- Curriculum & Support Group release
- Drama Moderation
- PE Moderation

SCHOOL-FOCUSSED INSET

A significant proportion of the total central INSET budget is given directly to schools for their own use to support individual school and Foundation Development Plans. The amount is calculated at the equivalent of slightly more than \$2,100 per member of staff.

The supply cover for staff to attend the curriculum and support group meetings is separated from this provision.

CURRICULUM AND SUPPORT GROUPS 2000-2001

The work of the Chairs of Curriculum and Support Groups focused on communication matters and clarification of the role of Curriculum Group Chairpersons with the overall aim of supporting the work of the groups.

An annual cycle of planning, implementation and evaluation is in place and the information disseminated to schools, Principals and the Education Officers. It is expected that these developments will give additional support in promoting the valuable work done by the groups.

The list of approved meetings and released days can be downloaded from <http://www.shambles.net/filearea/InsetPlan/>

INSET 2000 - 2001

COURSE REPORTS & EVALUATIONS

Most inservice events and programmes include an element of monitoring and evaluation. For copies contact the course organisers directly.

Many reports are also available on SHAMBLES at : <http://www.shambles.net/filearea/fa107/>



IN-SERVICE TRAINING 2001-2002

For dates of much of the INSET programme planned for this year you are advised to turn to the centre-pages and refer to the ESF calendar or obtain a copy of the monthly ESF Diary... **or log onto <http://www.shambles2.net:88/ESFmain>**

INSET 2001 - 2002

Schools will be circulated with specific details of courses before they occur; it is suggested that you also contact the staff responsible for specific events if interested.

This year's programme continues to reflect the growing opportunities available to ESF teachers. It is advisable to consider the options carefully and prioritise those for your own personal needs in order to reduce any stresses that could result from overload. The options are here but the control of choice remains with individuals for most of them (not all).

The following list (*in no particular order*) highlights some of the initiatives for professional support for this year. More details are available from your INSET co-ordinator.

ESL in the Mainstream (Primary And Secondary)

2001-2002 has EAL as one of the themes for the year.

See *page 34* for more details

The Primary courses, this year, will be as follows:

September 2001

- Primary INSET for Peak and Kennedy
- Early Years INSET for the two kindergartens

January 2002

- Primary INSET for SJS and some KJS
- Primary INSET for QBS
- ESL/Main (open) QBS/Centralised HK Island
- Early Years ESL/Centralised HK Island
- Early Years ESL/Centralised Kowloon

March 2002

- ESL/Main (secondary) Centralised HK Island
- ESL/Main (secondary) KGV
- ESL/Main (secondary) Sha Tin College

SCHOOL COUNCILLORS

A course for ESF school councillors will be held at the Foundation Management Office (FMO) on 10th November.

ADVISORY TEACHERS

The advisory teacher programme is being continued this year with an emphasis on curricular continuity across Key Stages two and three. See *page 32* for specifics.



STAFF REVIEW AND DEVELOPMENT

See *page 31* there will be four 1-day 'top-up' training events held for new staff 6/7 and 13/14 June 2002.

NEW STAFF INDUCTION

In addition to individual school programmes an annual meeting for all new staff will take place after school on 11th October 2001 at the FMO.

ASSESSMENT RECORDING and REPORTING

There are several one day courses for Maths, Science and English staff at Key Stages 1,2 and 3 especially in the area of moderation. (see the centre pages for the dates).

ART (secondary)

The GCE Chief Examiner, will be in Hong Kong again at the end of May to assist staff in the moderation of "A" level artwork and to provide some INSET

INFORMATION TECHNOLOGY

Lots happening ... please turn to *page 43* for full details.

DRAMA AND P.E.

As with Art, examiners will visit to assess candidates and provide an element of INSET.

INSET FOR NON-TEACHING STAFF

There is a central fund identified to specifically support INSET for non-teaching staff.

Part of this budget is allocated directly to schools to use as they see fit. The rest is used for items identified by the non-teaching staff INSET planning committee and managed by Marianna Chan at the Foundation Office.

The areas for support in 2001-2002 include:

- SIMS training
- ICT training for library staff
- First Aid courses
- ICT training for general staff
- 'Alice for Windows' for technicians



ESF INSET 2002 - 2003

Both school development plans and the overall ESF Development Plan inform most of the INSET needs for staff.

INSET co-ordinators will start to identify the main programme of support for 2002-2003 at their planning meeting in October 2001.

INSET 2002 - 2003

Considerations in this exercise will be:

- ongoing training priorities (EAL, ICT, Mandarin)
- development plans from schools
- ESF's development plan;
- curriculum changes;
- consideration of past INSET provision; and
- requests from ESF curriculum and support groups.

The ICT Development Plan has already identified that it may be timely to continue the ICT INSET programme into the areas of Information Skills and Multimedia, many of the curriculum groups have already made their own requests. Nothing is yet confirmed, it is all in the hands of the INSET planning group.



MAILING LIST FOR INSET

A mailing list (listserv) exists to improve communication between members of the ESF INSET planning group through the use of email.

It is open to any interested staff to join, especially those who have any involvement or responsibility for INSET. Members will receive copies of the INSET meetings agendas, minutes and updates by email.

To join send an email to:

ESFinset-subscribe@yahoogroups.com

Heinemann

Primary, Secondary and Library Resources



Heinemann Explore is the new exciting online service that offers resources for history, ICT and Literacy. **Heinemann Explore** contains a wealth of written and pictorial history resources, equivalent to more than 100 books.

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Eureka! is a complete 11 – 14 Science programme with a unique approach to differentiation. There are two books for each year that are parallel in their content coverage but different in level. This helps you cater for the needs of a wide ability range while following a common lesson plan.



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