**Work plan for the Healthy School Policy**

**in the 20xx/xx s.y. (Template)**

1. Objective：

The objectives of the Healthy School Policy (HSP) are to help students develop healthy lifestyles, positive attitudes and values, practical life skills and refusal skills to resist temptation, etc.

1. Four elements of the HSP：

* Develop a management and organization system for health matters
* Foster a healthy school environment
* Develop students’ healthy lifestyles
* Identify students who may need help and put in place a referral system

3. Implementation of the HSP：

Leaders：\_\_\_\_\_\_\_\_\_\_\_\_\_

Members：\_\_\_\_\_\_\_\_\_\_\_\_\_ , \_\_\_\_\_\_\_\_\_\_\_\_\_ , \_\_\_\_\_\_\_\_\_\_\_\_\_ , \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities：

* Coordinate the health issues within the school
* Ensure all school members are aware of and support the HSP
* Review and evaluate the policy regularly to refine the policy by formulating a mechanism

4. Work plan for the HSP (exemplars)：

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| **Element** | **Strategies/Work** | **Time Scale** | **Success Criteria** | **Methods of Evaluation** | **People in charge** |
| 1. Foster a healthy school environment | To organize half-day on-site anti-drug teacher training course | 7/11/201x | 80% of teachers considered that the course could enhance their anti-drug knowledge | Questionnaire | Guidance and discipline team |
| To disseminate the health messages, enhance the communication and parenting skills for the parents through newsletters (include anti-drug parent newsletter for parents) and talks | Throughout the school year | 80% of parents considered that the newsletters and talks could enhance their parenting skills | Questionnaire | Home-school cooperation team |
|  | To organize a caring campus week | 11/201x | 80% or above of students and teachers considered that a caring campus week could build a caring culture among the students | Questionnaire  Observation | Counselling team |
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| **Element** | **Strategies/ Work** | **Time scale** | **Success criteria** | **Methods of evaluation** | **People in charge** |
| 1. Develop students’ healthy lifestyles | To organize a healthy lifestyles week, include lunchtime stall games, physical assessment, display boards for exhibitions, talks/ workshops | 5/201x | 80% or above of students and teachers considered that healthy lifestyles week could strengthen the healthy messages among the students | Questionnaire  Observation | Healthy school team |
| To organize anti-drug talks/ workshops/ dramas for students | 12/9/201x  (Form 1 to Form 3)  19/9/201x  (Form 4 to Form 6) | 80% of students considered that talks/ workshops/ dramas could enhance their anti-drug knowledge | Questionnaire  Observation | Counselling team |
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| **Element** | **Strategies/ work** | **Time scale** | **Success criteria** | **Methods of evaluation** | **People in charge** |
| 1. Identify students who may need help and put in place a referral mechanism | To assist and plan for the follow up support for students with academic, emotional and behavioral problems, discipline masters/ mistresses in different forms, discipline masters/ mistresses and class teachers have meetings regularly | Throughout the school year | 70% of teachers stated that the meetings could identify and assist students who need help | Viewing the minutes of meeting  Questionnaire | Guidance and discipline team |
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