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Area and measure item	Assessment / Evaluation	Implementation particulars	Effectiveness/Reflections/Remarks	Ref
SCHOOL ADMINISTRATI ON				
Internal meetings and notices	Meeting conclusions  Class performance	<ul style="list-style-type: none"> <li>In addition to staff meetings, the Principal issues all-teacher Eclass messages regularly, reminding teachers to focus on academic development, including national (security) education, and student developments. Messages also include reminders for teachers' own professional development to meet EDB's latest requirements.</li> <li>The Principal writes monthly messages in school website on the 16 security issues listed. English teachers in junior classes use the messages for unseen dictation.</li> </ul>	<ul style="list-style-type: none"> <li>With the assistance of school administrative committee members and all panel heads, the Principal led the national security education and made sure that all teams worked toward the student understanding of the education. Each senior class took turn to raise national flag for a week, for example, to learn the meaning and duty first-hand. A report on such items were printed in the graduation ceremony handbook for all participants to inspect the school effort.</li> <li>Since January 2023, the monthly messages continued. The 16 security areas have become 20. The Principal admitted that he did not know all areas well, but did his best to link everyday concerns to the areas. It was agreed that to raise students' awareness of national security and potential dangers should be the major concern; students should bring problems they see to teachers or authority.</li> </ul>	
EDB's mandates and instructions	Observations and reports	<ul style="list-style-type: none"> <li>EDB circulars are forwarded to sections concerned, to allow a harmonious campus and help students develop positive values in life.</li> <li>Members of the school are informed that they should abide by laws applied to Hong Kong.</li> </ul>	<ul style="list-style-type: none"> <li>While messages of national security were abundant both in lessons and on TV, students think and act carefully.</li> <li>The student input on class notice boards became less frequent. Students are more restrained in sharing their work; it is surmised that it was partly due to the lack of space for</li> </ul>	

		<ul style="list-style-type: none"> <li>● Posters of national (security) education are posted in staff rooms as constant reminders of the message teachers should educate students.</li> </ul>	<p>smartboards occupied space for class notice boards.</p> <ul style="list-style-type: none"> <li>● With more focus on national security education during class time, especially in senior forms, supplementary lessons were conducted for regular curriculum for DSE subjects.</li> </ul>	
Tenders and service providers issues	No irregularity reports	<ul style="list-style-type: none"> <li>● New tenders, speakers and visitors are asked to abide by laws applicable to Hong Kong, including those concerned national security. The Principal vets all proposals and job duties carefully and makes sure no harming to national security before approving the tasks.</li> </ul>	<ul style="list-style-type: none"> <li>● The strict observations of national security education were found in tenders; service providers must abide by the terms. Invited speakers, pro bono ones without written agreements, verbal communication on the need to observe the laws with no irregularities was strictly followed.</li> </ul>	
STAFF MANAGEMENT				
Government regulations	No irregularity reports	<ul style="list-style-type: none"> <li>● All staff are asked to conduct themselves professionally and observe EDB circulars, especially 7/2021.</li> </ul>	<ul style="list-style-type: none"> <li>● There have been no irregularities report, except for the faulty pole for HKSAR flag (left to the national flag) on 30 May 2024. The incident was quickly reported to REO and asked for ER. REO advised that a to-repair notice needed to be put up.</li> </ul>	
Qualifications of newly-hired teachers	Meeting conclusions	<ul style="list-style-type: none"> <li>● Newly-hired teachers to obtain the test requirements on basic laws and national security laws.</li> <li>● The Principal and school development team meet with the new teachers a few times before school begins in September.</li> </ul>	<ul style="list-style-type: none"> <li>● All newly-hired teachers met the BLNST requirement. The Principal made a mistake in endorsement procedure on a separate issue, and was grateful that REO pointed out and followed up.</li> <li>● In addition to the August meetings, teachers under 5 years of teaching experience gathered three times with senior teachers to share their professional views, national security concerns, school etiquettes in the school year. These sessions were considered fruitful and informative.</li> </ul>	
Recent instructions	Meeting conclusions	<ul style="list-style-type: none"> <li>● Teachers are reminded in all staff meetings to read and observe</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers were reminded in staff meeting. The items were also used in the newly-hired</li> </ul>	

and laws		EDB's guidelines of conducts issued in December 2022.	teachers' sessions.	
School spirit and professionalism	Stakeholders' surveys	<ul style="list-style-type: none"> <li>The school spirit handed down by the sponsoring body creates a harmonious work environment for all.</li> </ul>	<ul style="list-style-type: none"> <li>Since 2019, the combined percentage of <u>agree</u> and <u>strongly agree</u> columns in the surveys for the three items: principal harmonious relationship with teachers, teachers/staff harmonious relationship among each other, and job satisfaction have been all 86% and above. The highest being 98%.</li> </ul>	
Appraisal exercises	Appraisal feedbacks	<ul style="list-style-type: none"> <li>There are class observations in the first and second terms; new teachers are being observed by the Principal every year before they enter the permanent status.</li> <li>All staff have periodical appraisal exercise with the school. Every two years, teachers received a written document on the work and expectation, the next written documents will be given in May 2024.</li> </ul>	<ul style="list-style-type: none"> <li>The class observations continued. Those at probation end were observed again by panel heads before a permanent contract was offered.</li> <li>All teaching staff with two-year plus service received an appraisal letter. They were advised to comment and sign before returning a copy to school. The letter consisted of three items: basic teaching and administration duties, personal attributes, and school's expectation for future development.</li> </ul>	
New teacher training	Meeting conclusions	<ul style="list-style-type: none"> <li>Teachers are reminded the need to continue develop themselves, especially those who seek promotion positions.</li> <li>New teachers should also attend training courses in the Mainland.</li> </ul>	<ul style="list-style-type: none"> <li>School development team kept a good record on teachers new to the profession, and reminded them their duties to attend courses.</li> <li>There were no newly promoted teachers since September 2023; the recent promotion endorsed teachers were reminded to join EDB courses and trips in 2024-25.</li> </ul>	
EDB training courses	Teachers' input after training	<ul style="list-style-type: none"> <li>Teachers will attend EDB courses on basic laws and national (security) education to the best they can.</li> </ul>	<ul style="list-style-type: none"> <li>In addition to teachers' own effort, the school organized a national security/basic laws talk to all teaching staff on 27 March 2024.</li> </ul>	
Service providers and tutors	No irregularity reports	<ul style="list-style-type: none"> <li>All service providers and ECA tutors are asked to abide by laws applicable to Hong Kong, including those concerned national security.</li> </ul>	<ul style="list-style-type: none"> <li>The strict observations of national security education were found in tenders; service providers must abide by the terms. Invited speakers, pro bono ones without written</li> </ul>	

			agreement, verbal communication on the need to observe the laws with no irregularities was strictly followed. Coaches and tutors signed the contracts with specific terms on upholding national security education.	
LEARNING AND TEACHING				
Cross curriculum messages	Teachers' input after collaboration	<ul style="list-style-type: none"> <li>● With the implementation of senior CS lessons, and the forthcoming junior CES lessons beginning September 2024, alongside the changes made in the moral and civic education lessons, students will have ample inputs on national (security) education.</li> <li>● Senior teachers and veteran teachers will be asked to chaperone students on CS Mainland trip before the newer teachers. Such arrangements not only decompartmentalize learning, but also ease the complication of duty turns.</li> </ul>	<ul style="list-style-type: none"> <li>● Although there were talks on the differences of CES and CS, the school would like the preparation and student training of CES in small cushioning for senior CS, for example, the items on basic laws and national identity, and the like. It was agreed that there would be no open-ended question training in CES, but more information-based materials.</li> <li>● The school organized concurrent tours for Form 4 and 5 students in mid-December, with two dozen of teachers chaperoned the CS trip to Shenzhen, understanding the related development when students visited four major establishments. The school was left attended by the other half of teaching staff, with mass lectures of the core subjects. The arrangement on campus was undesirable but there was no other alternative. Junior students were taken care of by teachers of other classes. Because of short notice from the tour service provider, the school could not organize non-curricular activities. In the future, this awkwardness will be minimized for only Form 4 students will go on the trip (that is, a maximum of 13 teachers will miss the campus lessons).</li> </ul>	
Messages related to lessons	Regular observations	<ul style="list-style-type: none"> <li>● Teaching materials are vetted among teachers of the same form and by the panel head; they are filed for future inspections.</li> <li>● The regular inspections on proper</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers conducted these tasks with the highest professionalism.</li> <li>● Discipline section meetings were held for student misconduct on campus; social workers</li> </ul>	

		use of bulletin boards, including languages and messages, are on-going duties done by class teachers, members of discipline section, academic section, and home affairs section.	were invited to sit in at times. Class teachers concerned, and vice principals attended all meetings. Guidance teachers performed counseling duties well. But student concerns were more on academic pressure, rather than national security issues. Other teachers/sections stepped in when required.	
Vetting and revising	Meeting conclusions	<ul style="list-style-type: none"> <li>● Cross curriculum resources team lead the various academic resources initiatives; vice principals and assistant principals check files at the year end, in addition to vetting KLA exam papers.</li> <li>● New books or books to check out are cross-referenced with the library stock in the public libraries. Only public libraries materials will be circulated.</li> <li>● Textbooks and library books are all inspected by subject teachers and library clerks before they go into circulations; the Principal vets all in-coming pamphlets to make sure they are free from harming national security before they are disseminated.</li> <li>● Student Union, Houses, and Prefect Board are different student leader groups to develop leadership and their ability to positively educate peers, as well as preventing misbehaved situations.</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers conducted these tasks with the highest professionalism.</li> <li>● Publishers came by to introduce new books; teachers vetted books and electronic materials thoroughly before they were listed for student use.</li> <li>● Library continues to censor well and prevent undesirable materials being passed to students. The Principal vetted all pamphlets, anything remotely undesirable would be piled at the "destroy stack".</li> <li>● While the student leader groups consisted of upright students who aim at serving the whole student body, they are advised by teachers who have a strong sense of accountability and national security education. In addition, these leaders met with the Principal when they planned anything new.</li> </ul>	
STUDENT GUIDANCE, DISCIPLINE, AND SUPPORT				

Preventive measures and assistance	No irregularity reports	<ul style="list-style-type: none"> <li>Students are briefed the school regulations and their duties to follow instructions and laws.</li> </ul>	<ul style="list-style-type: none"> <li>Students were briefed their duties as students and as Chinese during class teacher periods and morning assemblies. In addition to observing national security needs, students were briefed the importance of honesty at all times.</li> </ul>	
Follow up measures and punishments	No irregularity reports	<ul style="list-style-type: none"> <li>Misbehaved students would be properly disciplined and guided to the right track; the school made it clear that law enforcement personnel would be called upon should circumstances arise.</li> </ul>	<ul style="list-style-type: none"> <li>Except for some minor misdemeanors in junior forms and one truancy in Form 5, there was no concerns. No police station call was needed.</li> </ul>	
HOME SCHOOL COOPERATION				
Regular parent talks and PTA meetings	Surveys on parents	<ul style="list-style-type: none"> <li>Close contact with parents and families. Talks with parents are conducted on a regular basis, including messages on national (security).</li> <li>Parents will be asked to take their children to visit the local museums to enhance the family's knowledge of Chinese heritage.</li> </ul>	<ul style="list-style-type: none"> <li>Six scheduled talks with parents were conducted; there was also a sharing on national security concerns at school and at home (22 November 2023).</li> <li>To enhance national identity in the family, parents were asked to take their children to visit a Chinese-theme or national security theme museum during Easter holidays. Each student took a selfie at his/her favorite spot at the museum. The visit is an element of students' comprehensive learning of national security education.</li> </ul>	

ENDS



Supervisor  
YU Che Fan  
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