

SKH LAM KAU MOW SECONDARY SCHOOL
Work Plan on Implementation of Measure to Safeguard National Security and
Promote National Education 2022-2023

Area	Measures	Assessment Method	Implementation Timetable	Committees/ Groups involved
School Administration	<p>1. Form 3 National Security Education sub-Committees:</p> <p>(i) NSE Committee for Formal Curriculum</p> <ul style="list-style-type: none"> ➤ To plan and formulate related policy; ➤ To oversee implementation of National Security Education through formal curriculum in various subjects/ key learning areas; ➤ To oversee implementation of various school-based guidelines for safeguarding National Security. <p>(ii) NSE Committee for Informal Curriculum</p> <ul style="list-style-type: none"> ➤ To organize and coordinate related learning activities, including form period materials, assembly talks and related visits, etc. and to support teachers in carrying out these learning activities; ➤ To collect feedback from stakeholders about 	<p>Reports from subject coordinators, year-end evaluation, questionnaires and teachers' observation</p>	<p>August 2022</p> <p>June 2023</p> <p>Throughout the year</p> <p>Throughout the year</p> <p>June 2023</p>	<p>Committee of NSE</p> <p>NSE Committee for Formal Curriculum</p> <p>NSE Committee for Informal Curriculum</p>

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School Administration	<p>effectiveness of these learning activities;</p> <p>(iii) NSE Committee for National Flag Raising</p> <p>To arrange Flag raising ceremony and nurture students about appropriate etiquette before and during the flag raising ceremony.</p>		Before and on flag raising days	NSE Committee for National Flag Raising
	<p>2. To-review and refine strategies and contingency measures to prevent political activities from permeating the school.</p> <p>3. To review and refine the school’s mechanism and procedures for organizing activities to ensure that activities to be held under the name of school do not involve acts and activities that endanger national security.</p>	Year-end evaluation	November 2022 Throughout the year	Crisis Management Committee
	<p>4. To include the EDB guidelines on Implementation of National Security Education and Upholding teachers’ professional ethics in staff handbook for teachers’ reference.</p>	Documents attached to the staff handbook	September 2022	Vice Principal of School Administration

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	5. To conduct regular review of library collection so that messages that threaten National Security will not be disseminated through library collection.	Report from School librarian	Throughout the year	School Librarian
	6. To enable staff to know relevant information related with National Security Law and Education during staff meetings or through messages in E-class.	Year-end evaluation	Throughout the year	School Principal and Committee of National Security Education
	7. To keep reviewing the mechanism and procedures for management of school premises (including the hiring out of school facilities) to ensure the school activities will not involve acts or activities that endanger national security.	Year-end evaluation	September 2022	Vice Principal (School Administration)
Staff Professional Development and Staff Management	1. To inform teachers about and to encourage them to join seminars/ workshops organized by EDB on Basic Laws and National Security Education.	No. of staff attending these learning activities	Throughout the year	Staff Development Unit of Learning & Teaching Committee
	2. To uphold teachers' professional ethics, teachers are reminded about the professional ethics as set in the Code for Education Profession and relevant policies	These policies are briefed in the first staff meeting	First staff meeting	Principal

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	listed in teachers' handbook including those for safeguarding National Security in the first staff meeting every academic year.			–
Learning and Teaching	1. Teachers infuse elements of National Education through their respective formal curriculum and life-wide learning activities.	Year-end evaluation	Throughout the year	Subject Coordinators
	2. The subject coordinators would review the effectiveness of the implementation last academic year and make adjustment.	Teachers' and students' feedback	Throughout the year	Subject Coordinators
	3. Talks, game stalls, visits to museums and historical places, quizzes, etc. are organized on the OLE day, Open Day and post-examination periods for promoting Chinese Culture and National Identity.	Questionnaires	Throughout the year	Relevant subject coordinators, Co-curricular Activities Committee
	4. Chinese Culture Week will be held to promote Chinese culture.	Teachers' and students' feedback	March 2023	Chinese Language Department
	5. Class Teaching, textbooks, learning materials and assessments are closely monitored for their appropriateness and quality.	Class Observations, Review in subject meetings	Throughout the year	Principal, Vice-Principal, KLA coordinators and

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	6. Teachers should keep a full set of worksheets, test papers and examination papers for at least two years for inspection if necessary.			subject coordinators
Student Guidance, Discipline and Support	1. To refine school-based guidelines of handling incidents/ students involving political propaganda in schools with reference to previous experience and stakeholders’ feedback. 2. To cultivate in students the civic duties and virtues as good citizens through talks or Recognition Scheme.	Guidelines completed Year-end evaluation	June 2023	Discipline and Guidance Committee
Home-school Cooperation	1. To provide parents with information related to National Security Education through the talks and/or parents’ letters at appropriate times. 2. To encourage the PTA to organize activities related to National Security Education at various scales.	Questionnaires/ feedback collected from parents and the teachers concerned	Throughout the year	Principal and PTA