

To: Chief School Development Officer ()/ Joint Office for Kindergartens and Child Care Centres

2022-2023 School Year

Work Plan on Implementation of Measures to Safeguard National Security and Promote National Security Education

School Name: SKH Lam Lau Mow Secondary School

Area	Measure(s)	Assessment Method	Implementation Timetable	Person-in-charge	Resources Required
School Administration	1. Form 3 National Security Education sub-Committees:	Reports from subject coordinators, year-end evaluation, questionnaires and teachers' observation	August 2022	Mr. Chan Chung Leung (Principal) [Committee of NSE]	/
	(i) NSE Committee for Formal Curriculum		June 2023	Mr. Chan Ka Wai (VP) [NSE Committee for Formal Curriculum]	/
	<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. 		Throughout the year		
			Throughout the year		

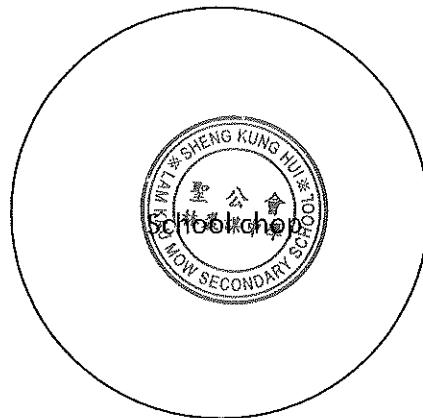
Area	Measure(s)	Assessment Method	Implementation Timetable	Person-in-charge	Resources Required
School Administration	<p>(ii) NSE Committee for Informal Curriculum</p> <ul style="list-style-type: none"> ➤ To organize and coordinate related learning activities, including form period materials, assembly talks and related visits, etc. and to support teachers in carrying out these learning activities; ➤ To collect feedback from stakeholders about effectiveness of these learning activities; <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>		<p>June 2023</p> <p>Before and on flag raising days</p>	<p>Mr. Wong Tin Shing (VP) [NSE Committee for Informal Curriculum]</p> <p>Ms. Li Yuk Lam [NSE Committee for National Flag Raising]</p>	<p>Funding to subsidize entry fees for the visits and speakers' fees, etc.</p> <p>Time resources (e.g., lesson time), national flag.</p>
	<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</p>	<p>Year-end evaluation</p>	<p>November 2022</p> <p>Throughout the</p>	<p>Mr. Chan Chung Leung (Principal) [Crisis Management Committee]</p>	<p>/</p>

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	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.		year		
	4. To include the EDB guidelines on Implementation of National Security Education and Upholding teachers' professional ethics in staff handbook for teachers' reference.	Documents attached to the staff handbook	September 2022	Mr. Wong Tin Shing (VP)	/
	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	Ms. Chan Po Po (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	Mr. Chan Chung Leung (Principal) [Committee of NSE]	Time resources (e.g., Staff meeting), speakers' fee
	7. To keep reviewing the mechanism and procedures for management of school premises (including the hiring out of	Year-end evaluation	September 2022	Mr. Chan Ka Wai (VP)	/

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	school facilities) to ensure the school activities will not involve acts or activities that endanger national security.				
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	Ms. Lam Wing Yan [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 listed in teachers' handbook including those for safeguarding National Security in the first staff meeting every academic year.	These policies are briefed in the first staff meeting	First staff meeting	Mr. Chan Chung Leung (Principal)	Time resources (e.g., Staff meeting), speakers' fee
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	Time resources (e.g., collaborative

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	2. The subject coordinators would review the effectiveness of the implementation last academic year and make adjustment. 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. 4. Chinese Culture Week will be held to promote Chinese culture.	Teachers' and students' feedback Questionnaires Teachers' and students' feedback	Throughout the year Throughout the year March 2023	Subject Coordinators Relevant subject coordinators, Co-curricular Activities Committee Chinese Language Department	lesson planning meetings).
	5. Class Teaching, textbooks, learning materials and assessments are closely monitored for their appropriateness and quality. 6. Teachers should keep a full set of worksheets, test papers and examination papers for at least two years for inspection if necessary.	Class Observations, Review in subject meetings	Throughout the year	Principal, Vice-Principal, KLA coordinators and subject coordinators	/
Student Guidance, Discipline and	1. To refine school-based guidelines of handling incidents/ students involving political propaganda in schools with	Guidelines completed	June 2023	Ms. Chan Wai Man [Discipline and Guidance Committee]	/

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Support	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.	Year-end evaluation			
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	Mr. Chan Chung Leung (Principal) and PTA	/



Signature of supervisor: _____ *Paulina Wong*

Name of supervisor: _____ Ms. Wong Lai Fun Paulina

Date: _____ 12 DEC 2022