

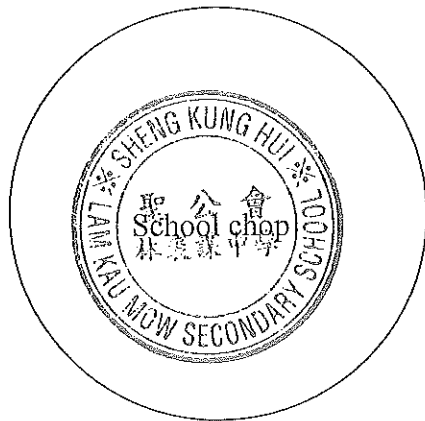
SKH LAM KAU MOW SECONDARY SCHOOL
Work Plan on Implementation of Measure to Safeguard National Security and Promote National Education
2021-2022

Area	Measures	Assessment Method	Implementation Timetable	Committees/ Groups involved
School Administration	1. Form a working group on safeguarding National Security and Promoting National Education to review the current situation and provide a preliminary plan of various measures to safeguard National Security and promote National Education.	Documents submitted to IMC for endorsement and to EDB before 31/8/2021	March 2021 - August 2021	NSE Preparation Task Force
School Administration	2. Form a National Security Education Committee: - 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. - 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.	Reports from subject coordinators Year-end evaluation Questionnaires and teachers' observation	August 2021 June 2022 Throughout the year Throughout the year June 2022	Committee of National Security Education
	3. To formulate strategies and contingency measures to prevent political activities from permeating the school. 4. To 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.	Year-end evaluation	November 2021 Throughout the year	Crisis Management Committee

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	5. To attach EDB guidelines on Implementation of National Security Education and Upholding teachers' professional ethics in staff handbook for teachers' reference.	Documents attached in staff handbook	September 2021	Vice Principal of School Administration
	6. To arrange Flag raising ceremony and nurture students about appropriate etiquette before and during the flag raising ceremony.	Teachers' observation	Before and on flag raising days	Committee of National Security Education
	7. To refine 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 2021	Vice Principal (School Administration)
	8. 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
	9. To enable staff to know relevant information related with National Security Law and Education during staff meeting or through messages in E-class.	Year-end evaluation	Throughout the year	School Principal and Committee of National Security Education
Staff Professional Development and Staff Management	<p>1. To hold school-based staff development programme to enhance teachers' understanding of National Security Law and its implementation in education on 27/10/2021.</p> <p>2. To inform teachers about and to encourage them to join seminars/ workshops organized by EDB on Basic Laws and National Security Education.</p>	<p>Questionnaires to collect feedback from participants</p> <p>No. of staff attending these learning activities</p>	<p>27/10/2021</p> <p>Throughout the year</p>	Staff Development Unit of Learning & Teaching Committee

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	<ol style="list-style-type: none"> 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 of every academic year. Refine the policy on handling complaints with reference to the new EDB guidelines and in consultation with various stakeholders. 	<p>These policies are briefed in the first staff meeting</p> <p>Refinement completed in 2021-2022</p>	<p>First staff meeting</p> <p>June 2022</p>	<p>Principal</p> <p>Principal and IMC</p>
Learning and Teaching	<ol style="list-style-type: none"> Teachers infuse elements of National Education through their respective formal curriculum and life-wide learning activities. Form period materials are refined to include priority values of "Law-abidingness" and "Empathy" as part of informal curriculum. Talks, game stalls, visits to museums and historical places, quizzes, etc. are organized on OLE day, Open Day and post-examination periods for promoting Chinese Culture and National Identity. 	<p>Year-end evaluation</p> <p>Teachers' and students' feedback</p> <p>Questionnaires</p>	<p>Throughout the year</p> <p>Throughout the year</p> <p>Throughout the year</p>	<p>Subject Coordinators</p> <p>Life Education Committee</p> <p>Relevant subject coordinators, Co-curricular Activities Committee</p>
	<ol style="list-style-type: none"> Class Teaching, textbooks, learning materials and assessments are closely monitored for their appropriateness and quality. 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 Support	<ol style="list-style-type: none"> To refine school-based guidelines of handling incidents/ students involving political propaganda in schools with reference to previous experience and stakeholders' feedback. 	Guidelines completed	June 2022	Discipline and Guidance Committee

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	2. To nurture students in understanding their civic duties 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	Throughout the year	Principal and PTA



Signature of supervisor: _____ *Paulina*

Name of supervisor: _____ *WONG LAI FUN PAULINA*

Date: _____ *27 JUL 2021*