

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

**2023-2024 School Year**

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

School Name: SKH Lam Kau Mow Secondary School

Area	Measure(s)	Assessment Method	Implementation Timetable	Person-in-charge	Resources Required
School Administration	1. To review and refine related policy.	Reports from subject coordinators, year-end evaluation, questionnaires and teachers' observation	June 2024  Throughout the year	Mr. Chan Chung Leung (Principal) [Committee of NSE]	/
	2. To review and refine implementation of National Security Education through formal curriculum in various subjects/ key learning areas.			Mr. Chan Ka Wai (VP) [NSE Committee for Formal Curriculum]	/
	3. To review and refine implementation of various school-based guidelines for safeguarding National Security.				

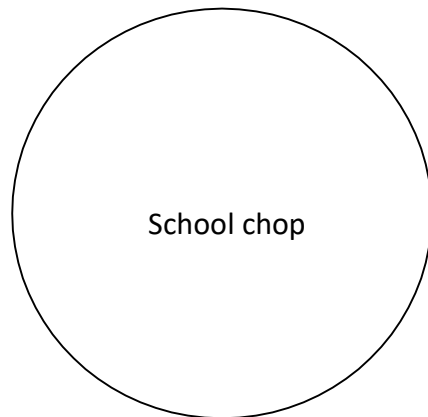
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School Administration	4. To organize and coordinate related learning activities, including form period materials, assembly talks and related visits, etc. and to support teachers in carrying out these learning activities.	Feedback from stakeholders about the effectiveness of these learning activities	Throughout the year	Mr. Wong Tin Shing (VP) [NSE Committee for Informal Curriculum]	Funding to subsidize entry fees for the visits and speakers' fees, etc.
	5. To arrange Flag raising ceremony and nurture students about appropriate etiquette before and during the flag raising ceremony. 6. To arrange more talks about national security education during the ceremony. Some will be delivered by students.		Before and on flag raising days throughout the year	Ms. Li Yuk Lam [NSE Committee for National Flag Raising]	Time resources (e.g., lesson time), national flag.
	7. To-review and refine strategies and contingency measures to prevent political activities from permeating the school. 8. To review and refine the school's	Year-end evaluation	November 2023  Throughout the year	Mr. Chan Chung Leung (Principal) [Crisis Management Committee]	/

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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.				
	9. To update 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 2023	Mr. Wong Tin Shing (VP)	/
	10. To conduct regular review of library collection so that messages that threaten National Security will not be disseminated through library collection.	Report from the teacher librarian	Throughout the year	Ms. Chan Po Po (teacher Librarian)	/
	11. 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
	12. To keep reviewing the mechanism and procedures for management of school premises (including the hiring out of	Year-end evaluation	September 2023	Mr. Wong Tin Shing (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 seminars/workshops organized by EDB on Basic Laws and National Security Education and encourage them to join.	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 a staff meeting.	These policies are briefed in a staff meeting	One of the staff meetings	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 lesson
	2. The subject coordinators would review	Teachers' and	Throughout the	Subject Coordinators	lesson

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	<p>the effectiveness of the implementation last academic year and make adjustment.</p> <p>3. Talks, game stalls, visits to museums and historical places, quizzes, etc. are organized on the OLE day and post-examination periods for promoting Chinese Culture and National Identity.</p> <p>4. Chinese culture activities are held to promote Chinese culture.</p>	<p>students' feedback</p> <p>Questionnaires</p> <p>Teachers' and students' feedback</p>	<p>year</p> <p>Throughout the year</p> <p>March 2024</p>	<p>Relevant subject coordinators, Co-curricular Activities Committee</p> <p>Chinese Language Department and Chinese History Department</p>	<p>planning meetings).</p>
	<p>5. Class Teaching, textbooks, learning materials and assessments are closely monitored for their appropriateness and quality.</p> <p>6. Teachers should keep a full set of worksheets, test papers and examination papers for at least two years for inspection if necessary.</p>	<p>Class Observations, Review in subject meetings</p>	<p>Throughout the year</p>	<p>Principal, Vice-Principal, KLA coordinators and subject coordinators</p>	<p>/</p>
<p>Student Guidance,</p>	<p>1. To refine school-based guidelines of handling incidents/ students involving</p>	<p>Guidelines completed</p>	<p>June 2024</p>	<p>Ms. Chan Wai Man (VP)</p>	<p>/</p>

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Discipline and Support	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.	Year-end evaluation		Mr. Lam Ming Hei [Discipline and Guidance Committee]	
Home-school Cooperation	1. To provide parents with information related to National Security Education through parents' letters at appropriate time. 2. To encourage the PTA to organize activities related to National Security Education at various scales.	Feedback collected from parents and the teachers concerned	Throughout the year	Mr. Chan Chung Leung (Principal) and PTA	/



Signature of supervisor: \_\_\_\_\_

Name of supervisor: Ms. Wong Lai Fun, Paulina

Date: \_\_\_\_\_