

To: Chief School Development Officer (Wanchai)

**Work Plan on Implementation of Measures to Safeguard National Security and Promote National Security Education**  
**2023–2024 School Year**

School Name: **Sheng Kung Hui Tang Shiu Kin Secondary School**

<b>Area</b>	<b>Measure(s)</b>	<b>Assessment Method</b>	<b>Implementation Timetable</b>	<b>Person-in-charge</b>	<b>Resource Required</b>
I. School Administration	1.1 The working group on safeguarding national security and national security education (NSE) will assist the school:  (1) to continue to coordinate the implementation of related measures among subject panels and functional teams;  (2) to continue to promote communication and collaboration among different stakeholders to strengthen students' virtue cultivation and the related work on guidance and discipline;  (3) to continue to store relevant documents in the NSE folder in the Google Drive for staff reference;  (4) to place relevant resources about national education and NSE, such as books and pamphlets, in the Teachers' Resources Centre for reference and use by different departments and functional groups;	Observation, checking Staff Manual & NSE folder in the Google Drive	2023–24 whole school year	NSE Working Group Leader	

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	<p>(5) to continue the arrangements for (i) displaying the national flag daily and (ii) holding weekly flag-raising ceremonies, as well as on important and special occasions, at which the national anthem will be played and sung; and</p> <p>(6) to purchase an extra flagpole and place it in the hall.</p>				
	<p>1.2 Maintain and enforce the mechanism and procedures for management of school premises (including the hiring out of school facilities and regular review of the library collection) to ensure the school activities will not involve acts or activities that endanger national security.</p> <p>(1) The teacher librarian will examine new library collections to safeguard national security.</p> <p>(2) The venue hiring application form with special guidelines on safeguarding national security will continue to be used by external organizations.</p>	<p>Observation</p> <p>Checking records of venue hiring application forms</p>	<p>2023–24 whole school year</p>	<p>NSE Working Group Leader</p> <p>Teacher Librarian</p> <p>NSE Working Group Leader</p>	

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	<p>1.3 Maintain and enforce the school's mechanism and procedures for organising activities to be held under the name of the school to ensure that they do not involve acts or activities that endanger national security. These activities include:</p> <p>(1) student activities and extra-curricular activities (special guidelines on safeguarding national security to be added to the duties of club/interest group advisors and house masters/ mistresses in the Staff Manual)</p> <p>(2) talks by external guest speakers</p> <p>(3) activities organized by the Alumni Association, Parent-teacher Association (PTA) and Careers Committee for students and those engaging external instructors, etc.</p>	<p>- Observation</p> <p>- Checking:</p> <ul style="list-style-type: none"> <li>• Staff Manual</li> <li>• records of Alumni Association &amp; PTA regarding the letters to external guest speakers / instructors</li> </ul>	<p>2023–24 whole school year</p>	<p>NSE Working Group Leader</p>	
<p>2. Staff Management</p>	<p>2.1 Handling of appointment matters</p> <p>Continue to enforce the mechanism to handle appointment matters in accordance with the Employment Ordinance, the Education Ordinance, the Education Regulations, other relevant laws and employment contracts, as well as the Codes of Aid and relevant guidelines issued by the</p>	<p>Observation</p>	<p>2023–24 whole school year</p>	<p>Principal and senior management</p>	

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	EDB, including EDB Circular no. 3/2020 on Measures for Strengthening the Protection of Students: Appointment of Teaching and non-teaching Staff in Schools.				
	<p>2.2 Reinforcement of school requirements and expectations</p> <p>(1) Ensure that the professional ethics of teachers is retained in the Staff Manual to further reinforce the school requirements and expectations of teachers in order to maintain a peaceful and orderly school environment and atmosphere, to help students develop correct values and a sense of national identity, and to facilitate their learning and healthy development.</p> <p>(2) Follow up on matters relating to the job performance and conduct of school staff in accordance with the school-based staff management and appraisal system timely and duly.</p> <p>(3) Continue the Mentoring Program for new teachers in order to enhance and strengthen the new teachers' understanding of school requirements and expectations, including the implementation of the National Security Law.</p>	<p>Checking Staff Manual</p> <p>Observation</p> <p>Observation / evaluation</p>	<p>2023–24 whole school year</p> <p>2023-24 whole school year</p> <p>2023-24</p>	<p>Vice-principal</p> <p>Principal and senior/middle management</p> <p>Staff Development Committee</p>	

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3. Staff training	3.1 Continue to ensure teaching staff receive appropriate training on national security education.	Checking CPD records	2023-24 whole school year	Staff Development Committee	
	3.2 Continue to implement the school-based guidelines for non-teaching staff to ensure their job performance and conduct comply with relevant requirements, including those for prevention of and stopping activities that are in breach of the Basic Law, the National Security Law and other laws.	Checking Staff Manual and observation	2023-24 whole school year	Vice-principal and Staff Development Committee	
4. Learning and teaching	<p>4.1 Enrichment on the curriculum contents of relevant key learning areas (KLAs) / subjects, Moral, Civic and National Education, Constitution and Basic Law education</p> <p>(1) Continue to implement and promote national security education through organic integration, natural connection, diversified strategies, mutual-coordination, learning within and beyond the classrooms and whole-school participation.</p> <p>(2) Based on the Curriculum Frameworks of National Security Education and the teaching resources provided by the EDB, which illustrate the learning and teaching foci of NSE in different subjects, the elements of national</p>	<p>Checking Annual School Plan, annual plans and reports of academic departments and functional groups</p> <p>Checking Scheme of Work, minutes and reports of various subject departments</p>	2023–24 whole school year	All teachers	

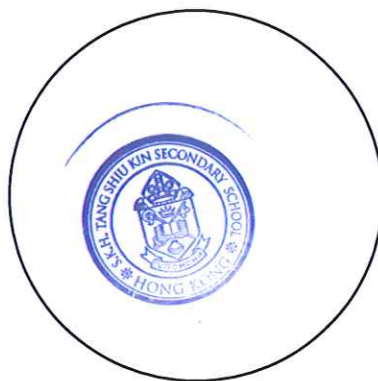
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	<p>security education will continue to be integrated into the curriculum contents of various subjects whenever appropriate in order to enhance students' sense of national identity and strengthen students' understanding of the rule of law, national conditions, and enable them to understand the importance of national security.</p> <p>(3) Organize whole-school national education activities and arrange students to participate in national education activities at different levels: (i) inter-school, (ii) territory-wide or (iii) national levels.</p>	<p>Checking Annual School Plan, minutes and reports of various subject departments and functional groups</p>			
	<p>4.2 Continue to reinforce the school requirements and expectations on teaching</p> <p>Ensure that the "Professional Ethics" of staff is retained in the Staff Manual – All staff should not promote personal political views or twisted values to students, make seditious remarks, incorporate into teaching/ learning materials content or information that is biased/ unsubstantiated/ inconsistent with the aims and goals of the curriculum, or even directly or indirectly instigate or tacitly support students to participate in political activities outside schools, etc.</p>	<p>Checking Staff Manual</p>	<p>2023–24 whole school year</p>	<p>Vice-principal</p>	

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	<p>4.3 Continue to implement the school-based monitoring mechanism for regular review of the content and quality of learning and teaching resources in various KLAs/ subjects and across different subjects</p> <p>(1) Continue to remind relevant subject departments and functional groups to review and archive the school-based learning and teaching materials related to Constitution, Basic Law education, national education and national security education.</p> <p>(2) Continue to remind relevant subject departments to retain such materials for relevant key stages of learning for at least two school years so that the materials can be made available to the SSB, school management or the EDB for inspection on a need basis.</p> <p>(3) Encourage teachers to refer to updated EDB learning and teaching resources concerning the Constitution, the Basic Law, national education and national security education.</p>	<p>Checking Staff Manual, minutes and reports of various subject departments &amp; functional groups</p>	<p>2023–24 whole school year</p>	<p>All teachers</p> <p>Vice-principals</p> <p>Vice-principals</p> <p>Vice-principals</p>	

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5. Student guidance, discipline and support	5.1 Through the principal's sharing and the activities from Moral, Civic & National Education (MCNE) Committee, the school will continue to remind students to accord priority to personal safety at all times and, with due regard to the well-being of themselves and the care of their family members, refrain from participating in risky or illegal activities.	Teachers' feedback and observation	2023–24 whole school year	Principal, Vice-principals, MCNE Committee & all teachers	
	5.2 Continue to maintain a peaceful and orderly school environment according to the guidelines concerning handling incidents involving political propaganda prepared by the EDB, which have been added to the Staff Manual.	Teachers' feedback and observation	2023–24 whole school year	Principal, Vice-Principals, Discipline Master & all teachers	
6. Home-school cooperation	6.1 Continue to maintain close communication with parents and enhance home-school cooperation through different communication channels and PTA activities	Observation and PTA minutes	2023–24 whole school year	All Teachers and PTA	
	6.2 Continue to inform parents of related information through various channels to help students become good nationals and citizens who observe rules and laws	Observation	2023–24 whole school year	MCNE Committee & PTA	



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	6.3 To encourage parents to learn more about the National Security Law	Board display	2023–24 whole school year	Vice Principal	



Signature of Supervisor: 

Name of Supervisor: KONG HO Kit Ying

Date: 8<sup>th</sup> November, 2023.