

**St. Paul's Co-educational College**

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

Area	Measure(s)	Assessment Method	Implementation Timetable	Person-in-charge	Resources Required
School administration	<p>Formation of a working group with a senior staff member designated to take charge of the planning and coordination work related to safeguarding national security and national security education:</p> <ul style="list-style-type: none"> <li>• Assist and monitor the implementation of relevant measures (<i>e.g. staff training etc.</i>)</li> <li>• Coordinate the work of different subject panels and teams to implement relevant measures (<i>including crisis management guidelines, staff-related guidelines, appraisal system, student-related guidelines, student profile, moral education and discipline guidelines, ECA guidelines, dormitory guidelines</i>)</li> <li>• Strengthen the monitoring mechanism for regular review of learning and teaching resources in various key learning areas / subjects and inter-disciplinary teams, learning activities (<i>e.g. experiential learning activities, exchange programs</i>) etc.</li> </ul>	Observation / event evaluation	2023-2024 (whole school year)	Teacher-in-charge of the working group	/

	<ul style="list-style-type: none"> <li>• Report the progress to the school governance authority on a regular basis</li> <li>• Enhance communication and collaboration among different stakeholders (e.g. teachers, school social workers/ student guidance personnel, educational psychologists, parents etc.)</li> </ul>				
	<p>Strengthen the understanding of staff about the legislative background, provisions, and significance etc. of the National Security Law and the roles of teachers in particular.</p> <ul style="list-style-type: none"> <li>• Management-Leadership Committee (MLC) will communicate with the teacher-in-charge of staff development to draw up plans to strengthen the knowledge of staff in related areas such as by organizing talks, disseminating relevant training information.</li> </ul>	Teacher questionnaire / observation	2023/2024 (whole school year)	Teacher-in-charge of Staff Development Team	Time resources (e.g. Staff Development Day), speakers' fee
	<p>Enhance sense of national identity through national flag raising, playing and singing of the national anthem.</p> <ul style="list-style-type: none"> <li>• Provision of training opportunities to students who belong to the uniform groups, the Prefect Board and Student Union to enhance</li> </ul>	Observation	2023/2024 (an ongoing measure)	Teacher-in-charge of National Education Team, Teachers in charge of the uniform groups	Time resources (e.g. morning assemblies), national flag, regional flag, dummy flags, budget for

	<p>their skills in conducting flag raising ceremonies.</p> <ul style="list-style-type: none"> <li>National flag raising ceremonies will be held in a number of occasions under the coordination of the teacher-in-charge of National Education Team with the support of the school uniform groups, the Prefect Board and the Student Union.</li> <li>Understanding of national flag and the national anthem will be taught in Citizenship and Social Development lessons by Citizenship and Social Development Department.</li> </ul>			<p>including Scouts, Girl Guides and St. John Ambulance Brigade, Teacher-in-charge of Citizenship and Social Development Department, Teacher in charge of the Prefect Board and the Student Union</p>	<p>joining training courses, lesson time</p>
	<p>Ensure proper use of school premise (including the use of school facilities for student activities, extra-curricular activities, talks by external guest speakers, activities organized by alumni / parent-teacher association for students, activities engaging outside instructors, regular review of the library collection etc.) for holding activities which do not involve acts and activities that endanger national security.</p> <ul style="list-style-type: none"> <li>Teachers who are in charge of different student activities, extra-curricular activities etc. are to supervise the students concerned on site.</li> </ul>	<p>Observation / event evaluation</p>	<p>2023/2024 (an ongoing measure)</p>	<p>Teachers concerned</p>	<p>/</p>

	<ul style="list-style-type: none"> <li>• Teacher librarian will review the library collection continuously and observe guidelines when purchasing library resources.</li> <li>• The Chinese Department will continue to review the reference materials placed inside classroom libraries in all classrooms. Stocktaking effort will be made to see if the book list should be updated annually.</li> <li>• Department Heads will review reference materials purchased including both printed and digital ones.</li> <li>• The IT Office will ensure cyber security through regular monitoring and continuously upgrading relevant network equipment.</li> <li>• As an institutionalised practice, invitation of external guest speakers /organisations for conducting activities with students are to be approved and endorsed by the Principal.</li> </ul>				
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Staff management and training	<p>The importance of adherence to professional ethics and the role of teachers in cultivating virtues among students and maintaining a safe and orderly environment that facilitate students' effective learning and healthy development will be emphasized to all staff clearly in staff meetings, staff-related guidelines and appraisal system.</p> <ul style="list-style-type: none"> <li>• An induction will be given to all newly joined teachers in late August before the first staff meeting of the new academic year. Code of ethics, the roles of teachers etc. will be explained by MLC.</li> <li>• All teachers will be reminded to adhere to professional ethics during the first staff meeting of the new academic year by the Principal.</li> <li>• All teachers are required to sign a document that acknowledge they have read and understand all policies and guidelines at the beginning of the school year.</li> </ul>	Observation	2023/2024 (an ongoing measure)	Management-Leadership Committee	/
	The Crisis Management Guidelines will be reviewed to further enhance the safeguarding of national security by the MLC.	/	2023/2024	Management-Leadership Committee	Time resources

	<p>Provision of continuous professional training opportunities to all staff members to strengthen their understanding on national security (including the legislative background, provisions, significance etc. of the National Security Law, recent development of the motherland and relevant information).</p> <ul style="list-style-type: none"> <li>• Two staff development day sessions will be used to promote understanding of media and information literacy education among teachers. One of the sessions will be funded by the Enhanced My Pledge to Act Quality Education Fund.</li> <li>• Teachers will visit Qianhai on one Staff Development Day to increase their understanding of recent development of the motherland.</li> <li>• Information of training courses / programs organized by the EDB on national security education / law, Basic Law, PRC Constitution, recent development of the motherland and the like will be posted on eclass to ensure colleagues are well informed of those training opportunities.</li> <li>• The school will fully utilize different resources especially the strong networks with alumni, parents, and professionals etc. to</li> </ul>	<p>Teacher questionnaire, evaluation of CPD forms</p>	<p>2023/2024 (an ongoing measure)</p>	<p>Teacher-in-charge of Staff Development Team, Management-Leadership Committee</p>	<p>Time resources (e.g. Staff Development Day), speakers' fee</p>
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	provide training opportunities for teachers.				
Learning and teaching	<p>Further strengthen Basic Law and National Security education, understanding of the rule of law and national conditions as well as positive values and attitudes for both the formal and informal curricula by various key learning areas / subjects and inter-disciplinary teams, teachers in charge of learning activities etc.</p> <ul style="list-style-type: none"> <li>• Formal curricula with enhanced elements related to the concept of national security will continue to be implemented by departments concerned.</li> <li>• Whole-school approach will be adopted to promote positive values such as the importance of self-discipline, perseverance and law-abidingness. Inculcation of positive values will be done through form teacher periods, assemblies, internal competitions / activities etc.</li> <li>• Elements and different domains of the holistic view of national security will be infused into a wide variety of experiential learning activities / programs as deemed appropriate.</li> </ul>	Evaluation by departments / working groups concerned	2023/2024 (an ongoing measure)	Teacher in charge of various departments / form teachers, working groups, Teachers in charge of different ECA groups, Student Union, Experiential Learning Coordinator, IT Director etc.	Time resources (e.g. collaborative lesson planning meetings), continuous professional training resources, form teacher periods

	<ul style="list-style-type: none"> <li>• Extra-curricular activities that are relevant to Basic Law, National Security Education, recent development of the motherland, positive values and attitudes etc. such as inter-class competitions will be held by different clubs and societies under the supervision of teachers concerned.</li> <li>• Students will be encouraged to participate in activities and competitions organized by reputable organizations such as the HKedCity to increase their understanding and awareness of the recent development of the motherland, the PRC Constitution, Basic Law, National Security Law etc.</li> <li>• Promotion of cyber ethics and media and information literacy will further be enhanced.</li> </ul>				
	<p>Enhance communication across different key learning areas / subjects to exchange ideas on how the learning and teaching foci of national security education in different subjects can be integrated organically in and connected naturally with the curriculum contents of various subjects to enhance students' sense of national identity.</p>	<p>Evaluation by departments / working groups concerned</p>	<p>2023/2024 (an ongoing measure)</p>	<p>Teacher in charge of various departments / working groups, National Education Team</p>	<p>Time resources (e.g. collaborative lesson planning meetings, department meetings)</p>



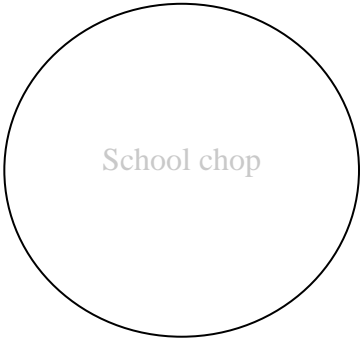
	<ul style="list-style-type: none"> <li>• Heads of departments will evaluate their experiences of national security education implementation in their subject areas. Members of the National Education Team will be responsible for monitoring the implementation and reviewing the evaluation made by different departments.</li> </ul>				
	<p>Provision of clear guidelines to all teaching staff on the importance of upholding professional ethics such as the importance for teachers to refrain from promoting personal political views to students, making seditious remarks, incorporating into teaching / learning materials content or information that is biased / unsubstantiated / inconsistent with the aims and goals of the curriculum, etc.</p>	Observation	2023/2024 (an ongoing measure)	Management- Leadership Committee	Time resources (e.g. staff meeting)
Student guidance, discipline and support	<p>Provision of clear guidelines to all parents and students about school's expectation on students' moral standard and behaviors.</p> <ul style="list-style-type: none"> <li>• Expected students' moral standard and behaviors will be shared with F1 parents in F1 Parents' Orientation Day by the Discipline Master, Guidance Master and social workers.</li> </ul>	Evaluation by Discipline Committee, Guidance and Counselling Committee, Religious Studies Department, Moral and Civic Education Committee with the	2023/2024 (an ongoing measure)	Teachers in charge of Discipline Committee, Guidance and Counselling Committee, social workers, Religious Studies	Time resources (e.g. F1 Parents' Day, morning assemblies, form teacher periods, form committee meetings)

	<ul style="list-style-type: none"> <li>• Morning assemblies will be used by the Discipline Master, school chaplains and social workers to inculcate positive moral values among students.</li> <li>• Form teacher periods will be used to implement the school-based values education curriculum across all forms to nurture in students positive values that are associated with Christianity, life education, value education, traditional Chinese culture and the school's student attributes such as commitment and law-abidingness, empathy etc. Heads of Form may invite colleagues from the Citizenship and Social Development/Liberal Studies Department to sit in form committee meetings to enhance the knowledge of form teachers on areas such as the PRC Constitution, the Basic Law, the rule of law etc. whenever necessary.</li> <li>• Resource bank for values education will be set up with the help of Heads of Form and form teachers to share useful resources and good practices.</li> </ul>	<p>assistance of all Heads of Form</p>		<p>Department, Moral and Civic Education Committee, form teachers, Heads of Form</p>	
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	<p>Enhance communication and support among a circle of key personnel such as form teachers, Heads of Form, Guidance and Counselling Committee, Discipline Committee, social workers and specialists to share information, consider issues of common concern, provide concrete support for each other and recommend actions in agreed areas to provide more holistic support to students.</p> <ul style="list-style-type: none"> <li>The Guidance and Counselling Committee will meet monthly/bi-monthly/when the need arises.</li> </ul>	<p>Evaluation by Discipline Committee, Moral and Civic Education Committee, Guidance and Counselling Committee, Heads of Form</p>	<p>2023/2024 (an ongoing measure)</p>	<p>Teachers in charge of Discipline Committee, Moral and Civic Education Committee, Guidance and Counselling Committee, Heads of Form, social workers and specialists (if necessary)</p>	<p>Time resources</p>
	<p>Collaboration among Moral and Civic Education Committee, Heads of Form and Discipline Committee to further inculcate virtues such as sense of responsibility, self-discipline, law-abidingness.</p> <ul style="list-style-type: none"> <li>Talks/learning activities by external parties will continue be organized to instill positive values such as self-discipline, law-abidingness etc. Activities to be organized include DIY Potted Plants workshop, F1 talk on self-discipline, Rule of Law Workshop, Media and Information Literacy workshop/talk etc.</li> </ul>	<p>Evaluation by Discipline Committee, Moral and Civic Education Committee, Guidance and Counselling Committee, Heads of Form</p>	<p>2023/2024 (an ongoing measure)</p>	<p>Teachers in charge of Discipline Committee, Moral and Civic Education Committee, Guidance and Counselling Committee, Heads of Form</p>	<p>Time resources (e.g. morning assemblies, form teacher periods), support from social workers, external organizations, speakers' fee</p>

	<ul style="list-style-type: none"> <li>• Group activities will be designed by social workers to meet the developmental needs of each cohort of Form 1 and Form 2 students. Other activities will also be organized to cultivate a culture of mentorship and positive school culture with shared moral values and positive attitudes among junior and senior students.</li> <li>• Morning assembly talks and form teacher periods will be used to nurture positive values and attitude in students.</li> </ul>				
Home-school cooperation	<p>Collaboration between PTA and the school to identify students' developmental needs and provide support to parents to foster students' healthy development.</p> <ul style="list-style-type: none"> <li>• Teacher representative will communicate with PTA and encourage the PTA to arrange talks/share practical resources for parents to enhance their understanding about the role of parents in supporting healthy development of their children. For example, the talk held after the annual general meeting of PTA, the annual joint school talk with St. Paul's Co-educational College Primary School etc.</li> </ul>	Evaluation by teacher-in-charge of the PTA	2023/2024 (an ongoing measure)	Teacher in charge of the PTA	Time resources (e.g. time for organizing talks for parents), venue, speakers' fee etc.

	<ul style="list-style-type: none"> <li>The parent education sub-committee that includes representatives from the Executive Committee of the PTA and one of the Vice-principals/ Assistant Vice-principals established in last academic year will continue to explore suitable learning activities for parents with an aim to facilitate parents to understand the importance of values education and national security education.</li> </ul>				
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