

## Work Plan

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

2024-25      School Year

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

School Name: St. Paul's School (Lam Tin)

Area	Measure(s)	Assessment Method	Implementation Timetable	Person-in-charge	Resources Required
1. School Administration	1.1 Enhance continuously the working group and related mechanism on safeguarding national security and national security education, and promoting national education: <ul style="list-style-type: none"> <li>- to review continuously related administration guidelines of school to facilitate the promotion of national security education;</li> <li>- to plan and coordinate continuously the implementation of activities and measures related to national security education and national education among subject panels and functional teams;</li> <li>- to strengthen and promote communication and collaboration among different stakeholders to strengthen students' virtue cultivation and the related work on guidance and discipline; and</li> <li>- to review continuously the strategies and contingency measures to prevent political activities from permeating the school.</li> </ul>	Teacher observation	Whole school year	Ms S Cheng (Vice Principal) ** Mr K Fee (Chair of Civic & Environmental Education Committee)** Ms U Hung (Principal)*	NA

	<p>1.2 Review regularly the books, publications and leaflets, etc. to avoid involving contents that endanger national security:</p> <ul style="list-style-type: none"> <li>- apart from regular review of the printed and electronic library collections, check the library books inside classrooms and electronic books uploaded on other online resources or online learning platforms to ensure the school activities will not involve acts or activities that endanger national security.</li> <li>- to enhance continuously the mechanism and guidelines of reviewing printed and electronic library collections, working group carries out sample checking on whether the related administration work is implemented according to the guidelines.</li> </ul>	Observation/ sample checking/ event evaluation	Whole school year	Ms SY Liu* Ms WY Yu	EDB guidelines
	<p>1.3 Review regularly the mechanism and procedures for management of school premises (including the hiring out of school facilities and board displays) and the guidelines for use of school facilities by external organizations to ensure the school activities will not involve acts or activities that endanger national security.</p>	Observation/ event evaluation	2nd term of 24-25	Ms SY Liu* Ms H Ching*	EDB guidelines
	<p>1.4 Review regularly the school's mechanism and procedures for organising activities and the guidelines for trading operations whenever necessary to ensure that activities held under the name of the school (including student activities, extra-curricular activities, talks by external guest speakers, activities organised by alumni or PTA for students, activities engaging outside instructors, etc.) do not involve acts and activities that endanger national security.</p>	Observation/ event evaluation	2nd term of 24-25	Ms E Chan* Ms S Cheng**	EDB guidelines

	1.5	Review regularly the crisis management mechanism in dealing with contingency issues arisen from political events or social incidents, based on school-specific context and in accordance with the latest EDB guidelines.	Teacher observation	2nd term of 24-25	Ms S Cheng** CMT	EDB guidelines
2. Staff management	2.1	Facilitate the understanding of school staff on national security and national security education, through staff meetings/ EDB circulars/ diocesan circulars/ school circulars/ talks or seminars (external and internal), enable staff to understand and familiarize themselves with the legislative background, provision, significance, etc. of the National Security Law, as well as relevant information disseminated by the Government.	Observation/ event evaluation	Whole school year	Ms S Cheng** Ms U Hung* Ms SY Liu*	EDB professional development courses
3. Staff training	3.1	Coordinate in-house professional development activities where appropriate and nominate teachers to attend seminars on the Constitution, Basic Law or the National Security Law organized by the EDB.	Observation/ event evaluation/ questionnaires	Whole school year	Ms SY Liu* Ms SM Sin	EDB professional development courses
4. Learning and teaching	4.1	Coordinate the work of different subject panels and committees in the planning, implementation and monitoring of curriculum in relation to Basic Law and National Security Law education, and national education.	Panel evaluation	Whole school year	Ms SY Liu* Ms WY Yu Panel Heads	EDB guidelines
	4.2	Review and adjust the curriculum framework where appropriate and necessary, with reference to the curriculum guides published by the EDB on incorporating national security education in different key learning areas.	Panel evaluation	2nd term of 24-25	Ms SY Liu* Ms WY Yu Panel Heads	EDB guidelines

	4.3	<p>Archive work plans/ selected and self-compiled teaching materials/ student results, etc related to Constitution, Basic Law and national security education for no less than two school years or three school years (if the school-based curriculum is designed for a key stage).</p> <p>Teachers should keep a record of any school-based learning and teaching materials for inspection purpose.</p>	Panel evaluation	2nd term of 24-25	Ms SY Liu* Ms WY Yu Panel Heads	EDB guidelines
	4.4	Promote the understanding of national security and national education via a wide repertoire of activities, such as the online quizzes organized by the EDB and some whole-school/form-based activities. Explore opportunities for cross-disciplinary collaboration in related programmes.	Event evaluation	Whole school year	Ms E Chan* Ms S Cheng** Mr K Fee** Ms KM Sin Mr CL Chieh	EDB programmes
5. Student guidance, discipline and support	5.1	<p>Strengthen moral, civic and national education, in</p> <ul style="list-style-type: none"> <li>(i) improving students' self-management, social, communication, problem-solving and interpersonal skills,</li> <li>(ii) enhancing students' ability to think from multiple angles,</li> <li>(iii) enhancing students' self-awareness and setting positive personal goals,</li> <li>(iv) teaching students to use social media in a proper way and distinguish true and false information, cultivate a sense of digital citizenship;</li> <li>(v) nurturing in students an appreciation of Chinese culture and values, and a sense of national identity.</li> </ul>	Event evaluation/ questionnaire	Whole school year	Ms E Chan* Ms I Chan* Ms S Cheng** Mr CL Chieh Ms H Ching* Mr K Fee** Sr Josephine Ms KM Sin	Service providers Partnership programmes

	5.2	Moral and ethical values, in line with the five Catholic education core values, are instilled through subjects and through co-curricular programmes.	Event evaluation/ questionnaire	Whole school year	Ms S Cheng** Mr CL Chieh Mr K Fee** Sr Josephine Ms KM Sin	Service providers Partnership programmes Diocesan organisations
	5.3	A multi-disciplinary collaboration is adopted among the different committees and teams in developing students' positive values, including law-abidingness, citizenship, information literacy and national identity.	Event evaluation/ questionnaire	Whole school year	Ms E Chan* Ms I Chan* Ms S Cheng** Mr CL Chieh Mr K Fee** Ms H Ching* Sr Josephine Ms KM Sin	Service providers Partnership programmes
	5.4	Display the national flag on each school day (except for inclement weather), New Year Day, HKSAR Establishment Day and National Day. Conduct a weekly national flag-raising ceremony with the singing of national anthem. Arrange raising the national flag as well as playing and singing the national anthem on designated occasions (before or after 1/1, 1/7 and 1/10) in compliance with EDB requirements to enhance students' sense of national identity. Review and adjust alternative arrangements in case of inclement weather to minimize frequent cancellation of ceremonies.	Observation	Whole school year	Ms E Chan* Ms S Cheng** Mr K Fee** Sr Josephine Ms B Wai	Training from EDB and related uniform groups
6. Home-school cooperation	6.1	Liaise regularly with the PTA executive committee, communicating with the parents on students' learning and growth issues, as well as school general policies and other relevant topics for parent education.	Observation	Whole school year	Ms E Chan* Ms R Chan	Service providers Speakers
	6.2	Plan appropriate activities involving parents on national education.	Observation	Whole school year	Ms E Chan* Ms R Chan	Service providers Speakers

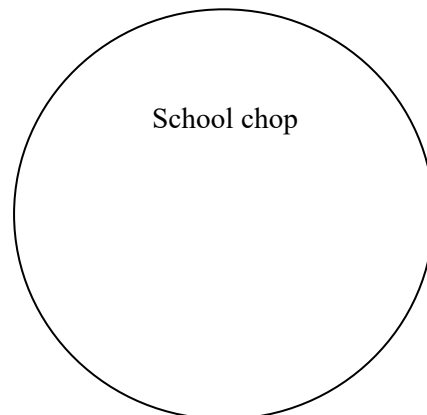
**\*\* National Education & National Security Education Coordinators**

The functions of the dedicated coordinators include the following:

- a) lead the strategic planning of national education (including national security education) based on a whole-school approach, including planning, implementation and monitoring of the curriculum, design/ production of teaching resources, staff training, etc., and coordinate and timely review the implementation situation of different subject panels and teams;
- b) assist in organising professional development activities related to national security or make arrangements for teaching and non-teaching staff to participate in such activities so as to promote a better understanding of the legislative background, spirit, provisions and significance of the National Security Law among staff of all levels as well as to facilitate effective implementation of related measures for national security education;
- c) enhance communication, collaboration and mutual support among different stakeholders, including teachers, school social workers/ student guidance personnel/ educational psychologists and parents, etc. so as to strengthen students' virtue cultivation and the related work on guidance and discipline; enhance students' information literacy and help them develop abilities in searching, assessing and using information (including information on social media platforms and the Internet); help students understand the country's history and development, the importance of national security, the national flag, national emblem and national anthem, as well as the constitutional order established for the Hong Kong Special Administrative Region (HKSAR) under the Constitution and the Basic Law, their national identity, the spirit of the rule of law and other related issues, so as to motivate students to fulfill their obligations as a national and Hong Kong resident in a positive, law-abiding, public welfare-maintaining and responsible manner;
- d) establish/ strengthen the monitoring mechanism for regular review of learning and teaching resources (including the content and quality of printed and electronic library collections, printed and electronic textbooks of school-based design/ procured from outsider(s)/ ordered for students, teaching materials, online reading platforms, other electronic and online learning resources and test and examination papers, etc.) in various key learning areas/ subjects and inter-disciplinary teams; timely review and monitor the performance of teaching and non-teaching staff and external services procured/ invited, including service providers, activity instructors, various learning and teaching activities/ training materials, etc. to ensure the fulfilment of relevant requirements;
- e) formulate specific strategies and contingency measures to prevent and deal with political or illegal activities permeating the school and other unexpected situations in order to maintain a safe and orderly environment facilitating students' effective learning and healthy development; and
- f) continuously monitor the implementation and effectiveness of relevant measures, and report the work progress and submit an annual report to the school governance authority on a regular basis.

**\* Other Working Group Members**

Based on EDB Circular No. 9/2023



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

Name of supervisor: Sr Joanna Marie Cheung

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