Po Leung Kuk
Lo Kit Sing (1983) College

Annual School Plan
2022-2023

The Kuk's Spirit

Mutual Respect
United Effort
Benevolence
Charitable
Gratefulness and Recognition

Dedication to Serving
The Community

Vision

Children are nurtured, Youngsters are educated
Adults are supported to contribute
Elderly are cared for
The less fortunate are lightened with hope.

Mission

To be the most prominent and committed charitable organisation.
In the Kuk's Spirit to do good deeds with benevolence.
Dedicated in protecting the young and the innocent,
caring for the elderly and the underprivileged,
aiding the poor and healing the sick,
educating the young and nurturing their morality,
providing recreation to the public, caring for the environment,
passing on the cultural inheritance and
bringing goodness to the community

Values

Fine traditions, Accommodate the current needs
People-oriented, Care and appreciation
Sound governance, Pragmatism and innovative
Integrity, Vigilance
Optimal use of resources, Cost-effectiveness
Professional team, Service with heart

Po Leung Kuk Lo Kit Sing (1983) College

School Vision & Mission

- Po Leung Kuk aims at a quality education for all, advocates an all around education embracing the academic, moral, physical, social and aesthetic aspects, and takes pride in nurturing flourishing and faithful boys and girls for the community.

- Po Leung Kuk is a benevolent society. People in the lower levels of the social hierarchy benefit most from our services. For this reason, the educational services we provide should be non-profit making. As our school provide educational service with public funds, our policies should be able to reflect the needs of the community and the benefits and well-being of the general public.

- "Love, Respect, Diligence and Integrity", motto of Kuk's affiliated schools, places great emphasis on educating the young, nurturing the morality and helping to achieve "Cognitive, Aesthetic, Social, Physical and Moral development", summarize the educational goals of Our School.

- Po Leung Kuk is an organization with no political or religious background. We believe people should be free to express their feelings and beliefs.   Provided that social prosperity and stability are not threatened, all schools of thought and all kinds of religion can co-exist in our schools.

Po Leung Kuk Lo Kit Sing (1983) College

Content

Po Leung Kuk Lo Kit Sing (1983) College

1. Major Concern: To further enhance students' academic performance

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. To increase students' engagement in learning. 1.1 Develop more interactive and learner-centered teaching strategies. 1.2 Design more pre-lesson tasks to get students prepared for participating in learning activities. 1.3 Refine the subject-based incentive scheme to motivate students to participate in learning activities.	Sep 2022 / July 2023	➢ One third of the observed lessons include interactive and learner-centered teaching strategies. ➢ One third of the inspected assignments include pre-lesson tasks. ➢ The subject-based incentive scheme is refined, explained and evaluated in subject departmental meetings. ➢ More students are willing to participate in learning activities. ➢ Subject teachers give positive feedback on students' performance in learning activities. ➢ Professional development activities are explored and introduced to teachers to enhance their skills in developing interactive and learner-centered teaching strategies.	➢ Minutes of Academic Department meetings ➢ Minutes of subject departmental meetings ➢ Minutes of Staff Development Team meetings ➢ Feedback from teachers ➢ Feedback from students	➢ Academic Department ➢ Subject departments ➢ Staff Development Team ➢ All teachers	➢ CEG ➢ EOEBG ➢ TRG

1. Major Concern: To further enhance students' academic performance

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2. To strengthen students' learning strategies in different subjects. 2.1 Refine subject-specific learning strategies for students to enhance their learning efficiency. 2.2 Provide ample opportunities for students to practise the subject- specific learning strategies. 2.3 Make use of the academic talent data bank to nominate students to join different kinds of academically related internal and external activities and competitions.	Sep 2022 / July 2023	➢ Chances are provided for different subject departments to share their subject-based incentive schemes and subject-specific learning strategies. ➢ Subject-specific learning strategies are refined, explained and evaluated in subject departmental meetings. ➢ One third of the observed lessons and inspected assignments include tasks which provide students opportunities to practise the subject-specific learning strategies. ➢ Junior form students finish at least 2 years of internal past papers. ➢ Senior form students finish at least 6 years of HKDSE examination past papers during the 3-year-course. ➢ Some students are nominated to join different kinds of academically related internal and external activities and competitions. ➢ Teachers give positive feedback on students' mastery of the subject-specific learning strategies.	➢ Minutes of Academic Department meetings ➢ Minutes of subject departmental meetings ➢ Feedback from teachers	➢ Academic Department ➢ Subject departments ➢ All teachers	➢ CEG ➢ EOEBG ➢ TRG

1. Major Concern: To further enhance students' academic performance

Strategies/Tasks	Time scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3. To enrich the school learning environment to promote good learning attitudes and habits. 3.1 Organize more subject-based activities and competitions to create a motivating learning environment. 3.2 Organize pull-out programs to provide extra support for academically high and low achievers. 3.3 Organize different reading related activities to create a reading atmosphere on the school campus.	Sep 2022 / July 2023	➢ At least one subject-based activity or competition is organized by each subject department. ➢ The activities and competitions are explained and evaluated in subject departmental meetings. ➢ More students show interest in joining the subject-based activities and competitions. ➢ Pull-out programs are organized to provide support for academically high and low achievers. ➢ Participants of the pull-out programs give positive feedback on the programs. ➢ Academically high and low achievers are encouraged and helped to form study groups. ➢ Participants of the study groups give positive feedback on the arrangements. ➢ At least one reading related activity is organized by each subject department.	➢ Minutes of Academic Department meetings ➢ Minutes of subject departmental meetings ➢ Feedback from teachers ➢ Feedback from students	➢ Academic Department ➢ Subject departments ➢ Reading Promotion Team ➢ All teachers	➢ CEG ➢ EOEBG ➢ TRG

2. Major Concern: To empower students to achieve physical, emotional and intellectual wellness

Strategies/Tasks	Time scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Creating supportive social and physical environments 1.1 Creating physical settings that promote health, happiness and wellbeing 1.2 School programs to enhance positive behaviour, relationship and interaction	Sept 2022 / July 2023	• Renovate English Corner, Language Laboratory, building up Hydroponics Garden and mosaic wall to promote to promote wellbeing • a caring and enabling school environment and make it more visible on campus • School Programs are organized to enhance positive relationship ➢ 3 mins. breathing space practice ➢ Day for you ➢ Form based activities ➢ Class based activities ➢ School Picnic ➢ Life wide learning day ➢ English Drama ➢ Dance Festival ➢ Experiential Learning Programmes	➢ Executive coordination evaluation meetings ➢ Executive department evaluation meetings ➢ Scrutiny of minutes of Form coordination	➢ Executive departments: – CCA – GCD – CMNSHE – GAD – RCD – SAD – SVS – Form Coordination	➢ QEF ➢ CMN Grant ➢ CEG ➢ Jockey Club Wellbeing Project

2. Major Concern: To empower students to achieve physical, emotional and intellectual wellness

Strategies/Tasks	Time scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2. Teaching students about health and wellness 2.1 Subject departments adopt learning & teaching activities to infiltrate the values of wellness (harmony and commitment) 2.2 Executive departments organize activities to promote wellness 2.3 Cultivate an inclusive atmosphere with harmony, respect and mutual understanding on campus	Sept 2022 / July 2023	• Subject Panels include in the curriculum "harmony and commitment" • A matrix to summarize "harmony and commitment" embedded in the curriculum • Self-management skills are introduced by Education Psychologist • Mindfulness trainings are organised by GCD • Class-based student sharing on self-management skills are arranged by CMN • Activities to promote wellness including "harmony and commitment" are organized by executive departments	➢ Subject coordination evaluation meetings ➢ Scrutiny of minutes of Executive departments ➢ Executive coordination evaluation meetings ➢ Collect and check student reflections ➢ Stakeholders' survey	➢ Subject departments ➢ Executive departments: – CCA – GCD – DID – CMNSHE – ACD – GCD – OCE – RCD – SVS – Form Coordination – Leadership Nurturing Team	➢ CEG ➢ TRG ➢ EOEBG ➢ DLG

2. Major Concern: To empower students to achieve physical, emotional and intellectual wellness

Strategies/Tasks	Time scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3. Developing intellectual student leaders 3.1 Develop appropriate goal setting and self reflection skills for career life planning 3.2 Cultivate students' multi-faceted talents as leaders	Sept 2022 / July 2023	1. 90% of S3 & S6 students have clear goals on career life planning 2. 90% of students participated in career-related programs to explore their interests in life 3. Talent pools provide quick reference for teachers to select relevant students to participate in respective courses and competitions. 4. Students' active participation in various external and internal competitions 5. An increasing number of students getting scholarships and outstanding student awards 6. Elite students enroll in gifted education programs	➢ Minutes of executive coordination meetings ➢ Executive department evaluation meetings	➢ Executive departments: – CRD – ACD – OLE – CMNSHE – CCA – SVS – Form Coordination	➢ CEG ➢ EOEBG ➢ LSG

3. **Major Concern: To enhance learning, teaching and school administration by upgrading school campus and IT facilities**

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Help students and teachers to improve their productivity in learning and teaching. 1.1 Build up a technology-enhanced school campus through the acquisition of digital learning tools. Digital learning tools. - Interactive touch panel - Mobile devices - AR/ VR equipment 1.2 Provide more learning opportunities to students by improving school environment and teaching materials. Improvement in school environment: - Renovation of home rooms - Collaborative learning environment - Replacement in furniture Teaching materials: - Online learning platform - Learning Apps	Sept 2022 / July 2023	➢ More executive departments and subject departments acquire IT equipment and learning tools for classrooms and special rooms. ➢ More executive departments and subject departments renew their home rooms and acquire new teaching aids to cope with new educational trends, such as STEM and blended learning. ➢ Minutes of subject departments explaining the effectiveness of the measures to improve the productivity in learning and teaching.	➢ Scrutiny of minutes of executive departments and subject departments. ➢ Executive coordination evaluation ➢ Collect feedbacks from teachers.	➢ Subject departments ➢ Executive departments ➢ STEM Teams ➢ All teachers	➢ EOEBG ➢ QEF ➢ IT Assistants ➢ IT Innovation Lab Project

Po Leung Kuk Lo Kit Sing (1983) College

3. Major Concern: To enhance learning, teaching and school administration by upgrading school campus and IT facilities

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2. Enhance the efficiency in school administrative work. 2.1 Enable online reporting, booking, recording and support service through an online platform. Online forms: - Conduct mark deduction - Enrolment - Attendance record - Repair record - IT support request - Other possible applications 2.2 Facilitate the use of digital imaging technology to archive administrative documents and teaching resources. Document digitisation: - Student records - Financial records - Meeting minutes - Past exam papers - Sample exam scripts - Assignment exemplar - Teaching resources - Exercise worksheet	Sept 2022 / July 2023	➢ More online forms are adopted by executive departments. ➢ Online forms from different departments can be collaborated in a common online platform. ➢ Hardcopies of various documents stored in General Office can be digitized and converted into softcopies. ➢ Softcopies of the digitized documents can be archived in school network storage. ➢ General Office and teachers can retrieve the digitized documents from the network storage. Positive feedback from the General Office and teachers related.	➢ Scrutiny of minutes of executive departments and subject departments. ➢ Executive coordination evaluation ➢ Collect feedbacks from General Office and teachers.	➢ Subject departments ➢ Executive departments ➢ General Office ➢ School Library	➢ EOEBG ➢ IT Assistants ➢ Executive Officer ➢ Library Assistant ➢ Teacher Assistant ➢ Assistant Teacher

3. Major Concern: To enhance learning, teaching and school administration by upgrading school campus and IT facilities

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3. Maintain the competitiveness of our school. 3.1 Upgrade the school infrastructure and replace the outdated furniture and equipment to maintain our school competitiveness. Elements of school infrastructure: - Lighting - Ventilation - Sanitation facilities - Water supply - Electricity supply - School Decoration - Sports facilities - IT-enabled environment Elements of furniture and equipment: - Classroom furniture - General furniture - Laboratories instruments - Musical instruments - Sports equipment - IT equipment - AV equipment	Sept 2022 / July 2023	➢ Subject departments and executive departments upgrade school infrastructure. ➢ Major repairs improve the condition of school infrastructure. ➢ Obsolete furniture and equipment are replaced. ➢ More modernized facilities are introduced to the school. ➢ TIC of classrooms and special rooms can report repair cases promptly. ➢ Classrooms are beautified by students regularly. ➢ Positive feedback from students, teachers and parents.	➢ Scrutiny of minutes of executive departments and subject departments. ➢ Executive coordination evaluation ➢ Collect feedbacks from parents and teachers.	➢ Subject departments ➢ Executive departments ➢ General Office ➢ Form coordination	➢ EOEBG ➢ IT Assistants ➢ Executive Officer ➢ Janitors ➢ EDB Major Repairs ➢ LKS Dedication Fund

3. Major Concern: To enhance learning, teaching and school administration by upgrading school campus and IT facilities

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3.2 Explore the possibility of applying AI in monitoring the campus and classroom conditions to make a smarter and energy-efficient campus. Monitoring Items: - Ventilation - Lighting - IT Facilities	Sept 2022 / July 2023	➢ Explore the possibility in monitoring the school energy consumptions with AI or Smart Technology. ➢ Teacher and students are reminded to take measures to save energy. ➢ Energy consumed can be lowered. ➢ Positive feedback from teachers.	➢ Scrutiny of minutes of executive departments. ➢ Collect data from the electricity bill. ➢ Collect feedbacks from teachers and students.	➢ Executive departments ➢ General Office ➢ Form coordination	➢ EOEBG ➢ IT Assistants ➢ Admin Assistants

Appendix I

School-based After-school Learning and Support Programmes 2022/23 s.y.

School-based Grant - Programme Plan

Name of School: Po Leung Kuk Lo Kit Sing (1983) College

Project Coordinator: Ms LAM Tin Fung Sandy   **Contact Telephone No.:**   24977110

A.   The estimated number of students (count by heads) benefitted under this Programme is   728

B.   Information on Activities to be subsidised/complemented by the Grant.

*Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation (e.g. test, questionnaire, etc)	Period/Date activity to be held	Estimated no. of participating eligible students#			Estimated expenditure ($)	Name of partner/service provider (if applicable)
					A	B	C		
Visit, art/cultural activities, sports, learning skills training: *Extended courses and activities of various subjects*	To broaden students' learning experiences outside classroom and raise their understanding of the community.	Students' interest and knowledge of specific subject has been increased	Students' survey and teachers' feedback in meetings. Daily observation of their performance in classroom	**September 2022-August 2023**	20	180	80	**$62,000.00**	
Adventure activities, leadership training, musical instruments courses, arts courses, dance courses: *Students to participate at their own accord to develop their personal development and skill training course.*	To nurture students' skills in goal setting, self-directed learning and self-reflection.	Students' self-management skills and self-esteem has been established and developed.	Students' survey and teachers' feedback in meetings. Daily observation of their performance in classroom	**September 2022 August 2023**	50	250	120	**$80,200.00**	
Total no. of activities: 2				@**No. of man-times**	70	430	200		
				**Total no. of man-times		700			

Note:

* Types of activities are categorized as follows: tutorial service, learning skill training, languages training, visits, art /culture activities, sports, self-confidence development, volunteer service, adventure activities, leadership training, and communication skills training courses.

@ Man-times: refers to the aggregate no. of benefitted students participating in each activity listed above.

**Total no. of man-times: the aggregate of man-times (A) + (B) + (C)

Eligible students: students in receipt of CSSA (A), SFAS full grant (B) and disadvantaged students identified by the school under the discretionary quota (not more than 25%) (C).

Po Leung Kuk Lo Kit Sing (1983) College

11

Appendix II

Learning Support Grant – Programme Plan 2022/2023

Information on SEN Activities to be Subsided by the Grant

Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation	Period / Date activity to be held	Estimated No. of participants	Estimated expenditure ($)	Name of partner / service provider (if applicable)
Activities of Integration Education (e.g. lunchtime programs, voluntary services)	To enhance SEN students' generic skills	SEN students actively participate and enjoy the activity.	Observation / Participant questionnaires	1/9/2022 - 31/8/2023	80	$30,000.00	N.A.
Training Programs, Talks and Sharing to Parents & Teachers	To enhance parents and teachers' skills to deal with SEN students	Teachers' and parents' professional skills are enhanced.	Observation / Participant questionnaires	1/9/2022 - 31/8/2023	100	$15,000.00	N.A
Training Programs (e.g. Art, Painting, Academic skills)	To provide professional support for SEN students	SEN students improve their oral skills / relax from the activities.	Observation / Participant questionnaires / Student reports	1/9/2022 - 31/8/2023	30	$50,000.00	TBC
Jockey Club Autism Support Network Inclusive Activities (JConnect)	To enhance generic skills of autistic students	SEN students improve their social skills.	Observation / Participant questionnaires	1/9/2022 - 31/8/2023	24	$8,800.00	Hong Kong Young Women's Christian Association

Po Leung Kuk Lo Kit Sing (1983) College

Reading & Writing Support Courses	To provide professional support for SEN students	SEN students feel more comfortable with study.	Observation / Participant questionnaires / Student reports	1/9/2022 - 31/8/2023	48	$60,000.00	Seedling Education / Serve Shine Care Education Centre / Target Education
School-based Academic Support Program	To enhance the academic performance of SEN students	SEN students' homework stress is reduced.	Observation / Participant questionnaires	1/9/2022 - 31/8/2023	40	$80,000.00	N.A.
Emotional management training course	To teach MI students some coping skills	SEN students feel more relaxed after the course.	Observation / Participant questionnaires	1/9/2022 - 31/8/2023	20	$6,000.00	TBC
Mindfulness training course	To provide professional support for MI students	SEN students learn the skills.	Observation / Participant questionnaires	1/9/2022 - 31/8/2023	400	$48,400.00	TBC
SEN Teaching Assistant	To help organize / assist SEN activities	SEN students improve their study skills and social skills.	Observation	1/9/2022 - 31/8/2023	50	$192,000.00	N.A.
Individual counselling by specialist	To equip MI & SEN students some coping skills	SEN students feel more at ease.	Observation / Participant questionnaires	1/9/2022 - 31/8/2023	20	$49,000.00	Shue Yan University

Balance brought forward from 2021/2022: HK$51,790.49

Total estimated grant to be received from EDB for 2022/23: HK$546,871

Total amount for the proposed activities: HK$539,200

Estimated Surplus: HK$59,461.49

Po Leung Kuk Lo Kit Sing (1983) College

Appendix IIIa

Plan on Use of Diversity Learning Grant on P.E. (2022-2023)

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
1- To facilitate the implementation of NSS PE	NSS PE – To relieve PE teachers' workload so that teachers can concentrate on developing better teaching – To provide SBA support for PE teachers Other Subjects – To allow teachers have more learning opportunities to attend seminars	– Employing Subject Assistant to provide support to PE Department	– Handle Physical Education administrative work and relieve PE teachers' workload. – Assisting PE Teachers' to prepare teaching and learning materials. – Assisting PE Teachers' on regular practical training. – Substitute lessons if needed, so that teachers can have more time to attend seminars, and to enhance their professional development	12 months (1/9/22 – 31/8/23)	$7,500.00 (approx.) x 12 months (+MPF) = $94,500.00 (approx) **Total: $94,500.00 (approx.)**	- At least 5 sets of teaching-related materials would be produced. - The staff will provide at least 1 session practical training to students per week. - The staff will support the trainings and competitions of Dodgeball Team - The staff will substitute lessons if teachers need to attend seminars.	– Count the number of teaching materials produced – Count the number of pair teaching lessons – Count the number of practical training sessions. – Inspection by Teacher i/c.	PE Teacher Mr Yu C. W.

| 2- To procure valuable PE learning experiences for students | – To enhance the quality of Learning and Teaching in both our school and Joint school Program | – Employing tutors or coaches to provide professional trainings to PE electives students | – Motivation of students in active learning

– Improvement on practical skills | 1/9/22–31/8/23 | **Total: $6,000.00 (approx.)** | - PE elective students engage in at least one Theory or one Practical Lesson. | – Count the number of lessons provided

– Count the number of students involved | PE Teacher Mr Yu C. W. |

Total amount for this proposal: $100,500.00

	Item 1	Item 2	Total
Amount	$94,500.00	$6,000.00	$100,500.00

Balance B/F 2021/22: $15,344.14
Total estimated grant to be received from EDB for 2022/2023: $84,000.00
Total estimated expenditure 2022/23: $100,500.00
Estimated deficit: $1155.86   Absorbed by EOEBG

Appendix IIIb

Three-year plan – Measures to broaden students' choices of elective subjects and Provision of gifted education programmes for the 12th cohort (2020/21 to 2022/23) of senior secondary students

The following program is adopted with the support of EDB's Diversity Learning Grant (DLG):

DLG funded program	Strategies & benefits anticipated	Name of the course	Duration of the course	Target students	Estimated no. of students involved in each school year			Evaluation of student learning	Teacher in charge
					20/21	21/22	22/23		
Applied Learning (ApL)	- To offer a range of ApL courses for students with different learning needs and interests - To broaden students' diversified learning experiences and develop their career aspirations	ApL courses in the following areas of studies: - Health Care Practice - Animal Care	180 hours in 2 years for each course	S5 & S6 students of this cohort of students	0 (Updated)	4 (Updated)	2 (Updated)	- Students meet the 80% minimum attendance rate - Students submit course assignments on time - Successful completion of the ApL courses by students as shown in their learning records - Survey / evaluation report on students' feedback - Level of achievement attained in HKDSE	**LWS** **(ACD)**

Po Leung Kuk Lo Kit Sing (1983) College

Three-year plan – Measures to broaden students' choices of elective subjects and Provision of gifted education programmes
for the 13th cohort (2021/22 to 2023/24) of senior secondary students

The following program is adopted with the support of EDB's Diversity Learning Grant (DLG):

DLG funded program	Strategies & benefits anticipated	Name of the course	Duration of the course	Target students	Estimated no. of students involved in each school year			Evaluation of student learning	Teacher in charge
					21/22	22/23	23/24		
Applied Learning (ApL)	- To offer a range of ApL courses for students with different learning needs and interests - To broaden students' diversified learning experiences and develop their career aspirations	ApL courses in the following areas of studies: - Interior Design - Applied Psychology - Digital Comic Design and Production - Hospitality Services in Practice - Child Care and Education - Fundamental Cosmetology - Exercise Science and Health Fitness -Korean Language and Culture - Practical Chinese - Western Cuisine	180 hours in 2 years for each course	S5 & S6 students of this cohort of students	0 (Updated)	13 (Updated)	13 (Estimated)	- Students meet the 80% minimum attendance rate - Students submit course assignments on time - Successful completion of the ApL courses by students as shown in their learning records - Survey / evaluation report on students' feedback - Level of achievement attained in HKDSE	**LWS (ACD)**

Three-year plan – Measures to broaden students' choices of elective subjects and Provision of gifted education programmes for the 14th cohort (2022/23 to 2024/25) of senior secondary students

The following program is adopted with the support of EDB's Diversity Learning Grant (DLG):

DLG funded program	Strategies & benefits anticipated	Name of the course	Duration of the course	Target students	Estimated no. of students involved in each school year			Evaluation of student learning	Teacher in charge
					22/23	23/24	24/25		
Applied Learning (ApL)	- To offer a range of ApL courses for students with different learning needs and interests - To broaden students' diversified learning experiences and develop their career aspirations	ApL courses in the following areas of studies: - Computer Game and Animation Design - Applied Psychology - Aviation Studies - Child Care and Education - The Essentials of Theatre Arts - Accounting for e-Business - Western Cuisine	180 hours in 2 years for each course	S5 & S6 students of this cohort of students	0 (Updated)	10 (Estimated)	10 (Estimated)	- Students meet the 80% minimum attendance rate - Students submit course assignments on time - Successful completion of the ApL courses by students as shown in their learning records - Survey / evaluation report on students' feedback - Level of achievement attained in HKDSE	**LWS** **(ACD)**

Appendix IV

Plan on the Use of the Promotion of Reading Grant
__2022/2023__   School Year

The major objectives for Promotion of Reading:
(1) To support subjects and departments in strengthening the promotion of reading

(2) To encourage students to develop a good reading habit from a young age.

	Strategies & Task	Benefits Anticipated	Estimated Expenses	Success Criteria	Methods of Evaluation

1.	Purchase of Books
	Acquisition of appropriate and adequate numbers of library books on different reading themes: Chinese History & Culture, Healthy Living, STEAM and Moral Education, to facilitate the implementation of extensive reading scheme.
	✓☐Printed books
	    Enrichment of library stock.
	✓☐ e-Books & Magazines
	    Enrichment of Hyread ebook stock.
		All subject & department and all school library readers.	$30,000.00	Enrichment on library stock and whole school participation in reading scheme.	Stock record, meeting and reports from teachers.

2.	Promotion of online learning platform To enrich the school learning environment to promote good learning attitudes and habits. ✓☐ Online Question Bank	All F4 to F6 students.	$15,000.00	Number of self-initiative exercise conducted.	Questionnaire & usage of record.

Po Leung Kuk Lo Kit Sing (1983) College

3.	Reading Activities
	Conduction of reading talk in the reading month and on the Reading Celebration Day at the end term.
	✓□ Hiring writers, professional storytellers, etc.
	✓□ Hire of service from external service providers to
	    organise learning activities related to the promotion of
	    reading
		All F1 to F5 students.	$20,000.00	Talk and courses organized.	Student course work.

People Responsible :

Teacher-librarian : LTF

The Reading Promotion Committee : WTC, LKC, PWH, LCO, HLK

The subject and executive departments concerned

Budget

Balance brought forward from 2021/22   : HK$0.00

Total estimated grant to be received from EDB for 2022/23 : HK$65,000.00

Total estimated grant to be expensed in 2022/23   : HK$65,000.00

Estimate surplus in 2022/23   : HK$0.00

Appendix V

<p style="text-align:center"><u>**姊妹學校交流計劃書**</u>
<u>**2022/2023**</u></p>

內地姊妹學校名稱 (1) ：　　　上海市徐匯中學

(2) ：　　　上海市第四中學

(3) ：　　　杭州市第十四中學

(4) ：　　　寧波市鎮海區中興中學

項目編號	交流項目名稱及內容	預期目標	監察／評估	預算開支	
1	本校策劃及舉辦與上海、杭州及寧波姊妹學校網上課程或活動。	兩地學生可一同參與網上課程或活動，一起學習新課題及經歷新體驗，例如：學習 STEM 課程、體驗網上遊歷等。 舉辦多媒體交流活動能突破地域界限，讓校內更多師生能參與內地姊妹學校活動，互相啟發、彼此學習，惠及兩地學校的教育需要。	本校能成功策劃及舉辦與上海、杭州及寧波姊妹學校網上課程或活動。	購買課程或舉辦活動	$ 70,000

項目編號	交流項目名稱及內容	預期目標	監察／評估	預算開支	
2	向上海、杭州或寧波姊妹學校派發本校刊物以加深對本校之認識。	上海、杭州或寧波姊妹學校師生能夠更了解本校學校的最新情況，包括：行政及管理理念、模式及架構、公開試成績及升讀大學學科情況、校外比賽優勝紀錄、家校合作活動及中一新生支援活動等。	本校成功郵寄刊物予姊妹學校，讓姊妹學校對本校加深認識。	郵寄刊物	$ 500
3	添置硬件裝備，提升本校老師及學生參加姊妹學校網上課程或活動人數。	透過添置硬件裝備，期望可讓更多老師及學生一同參加與姊妹學校一同舉辦的網上課程或交流活動。	本校師生參與姊妹學校網上課程或交流活動人數能有所提升。	添置硬件裝備，例如：平板電腦、麥克風、鏡頭等等。	$ 50,000
			(2021/22 年度餘額: $72,821.8) (2022/23 年度收入: $150,000) 2022/23 年度總支出		$ 120,500

Appendix VI

Life-wide Learning Grant
Plan on the Use of the Grant 2022 – 2023 School Year

Declaration: We understand clearly the principles on the use of the Life-wide Learning Grant and, after consulting teachers on the allocation of the resources, plan to deploy the Grant for promoting the following items.

Domain	Brief Description of the Activity	Objective	Date	Target Student (Level and estimated number of participants)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses ($)	Essential Learning Experiences				
							I	M	P	S	C
							I: Intellectual Development (closely linked with curriculum) M: Moral and Civic Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
Category 1	**To organise / participate in life-wide learning activities**										
1.1	**Local Activities: To organise life-wide learning activities in different KLAs / cross-KLA / curriculum areas to enhance learning effectiveness (e.g. field trips, arts appreciation, visits to enterprises, thematic learning day)**										
Cross-KLA	**Experiential Learning Activities** *Visit, f*ield trip and workshops for each form / class with thematic learning	To broaden students' learning experiences outside classroom.	Sept 2022 to Aug 2023	F1 to F6	- Observation - feedback from teachers and students	$102,000	✓	✓	✓	✓	✓
Cross-KLA	**Day for you** Team spirit building outside school	To equip students to get along with new school term.	16 Sep 2022	F1 to F6	- Evaluation in staff meeting - feedback from teachers and students	$81,000	✓	✓	✓	✓	✓

Cross-KLA	**Picnic** Team spirit building outside school	To equip students with healthy and balanced life.	11 Nov 2022	F1 to F6	- Evaluation in staff meeting - feedback from teachers and students	$200,000	✓	✓	✓		
Cross-KLA	**Life wide learning day** Visit, field trip and workshop for each form / class with thematic learning	To broaden students' learning experiences outside classroom.	11 Jan 2023	F1 to F5	- Evaluation in staff meeting - feedback from teachers and students	$93,000	✓	✓	✓		✓
Art Education	**Stage Cultural Day** Art appreciation outside school	To experience a full scale art performance and nurturing students positive values and attitudes.	23 Feb 2022 And 28 Mar 2023	F1 to F5	- Observation - feedback from teachers and students	$70,000	✓	✓	✓		
					Sub-total of Item 1.1	**$546,000**					

1.2	**Local Activities: To organise diversified life-wide learning activities to cater for students' interests and abilities for stretching students' potential and nurturing in students positive values and attitudes (e.g. activities on multiple intelligences; physical, aesthetic and cultural activities; leadership training; service learning; clubs and societies; school team training; uniformed groups; military camps)**										
Speech, PE, VA, Music, Dance, Other subjects	***Visit, field trips,* workshops and competition** Extended courses and competitions in choral speaking, VA, Music, Dance, Sports and other subjects.	To broaden students' learning experiences outside classroom.	Sept 2022 to Aug 2023	students with interest	- observation of students' performance - Evaluation in subject meeting	$250,000	✓	✓	✓		✓

Music	**Music for all scheme** A regular music course throughout the year for all F.1 students and students with interests.	To cater students' interests and abilities, develop students' aesthetic sensibility.	Sep 2022 to Aug 2022	F1 and students with interest	- observation of students' performance in classroom - the performance in the final concert	$320,000	✓	✓	✓		
Leadership	**Leadership training activities** a) Prefect team leadership training a) Librarian team leadership training	To cater students' interests and abilities, develop students' leadership skills.	Jul 2023	students with interest	- Observation - feedback from teachers and students	$20,000		✓		✓	✓
VA	**Mosaic Art Project** Extended courses and workshops in VA subject. Ideas will be presented in campus murals.	To cater students' interests and abilities, develop students' aesthetic sensibility.	Feb 2023 to Aug 2024	students with interest	- observation of students' performance - outcome in school campus	$200,000	✓	✓	✓		
					Sub-total of Item 1.2	**$970,000**					

1.3	**Non Local Activities: To organise or participate in non-local exchange activities or competitions to broaden students' horizons**										
Cross-KLA	**Local and non local study tour**	To promote student's motivation in learning, experience the culture and carry out investigation during the tour.	Sep 2022 to Aug 2023	students with interests	- observation - feedback from teachers and students - project learning	$110,000	✓	✓	✓		✓
					Sub-total of Item 1.3	**$110,000**					
					Estimated Expenses for Category 1	**$1,536,000**					

Domain	Item	Purpose	Estimated Expenses ($)
Category 2	**To procure equipment, consumables and learning resources for promoting life-wide learning**		
STEM, Art Education	**Teaching and learning materials** 4D frame learning materials Materials for Mathematics subject Materials for Science subject Materials for ICT subject Instrument for Music subject	To promote STEM education in the school curriculum which is essential for their lifelong learning and whole-person development.	$114,000
		Estimated Expenses for Category 2	**$114,000**
		Estimated Expenses for Categories 1 & 2	**$1,650,000**

Estimated Number of Student Beneficiaries

Total number of students in the school:	728
Estimated number of student beneficiaries:	728
Percentage of students benefitting from the Grant (%):	100%

Po Leung Kuk Lo Kit Sing (1983) College

Appendix VII

Po Leung Kuk Lo Kit Sing (1983) College
Plan of the Spending of Teacher Relief Grant (TRG) for the School Year (2022/23)

Task Area	Major Areas of Concern	Strategies / Tasks	Time Scale	Expected Amount
Curriculum Development	1. To facilitate curriculum development and enhance the efficient use of manpower resources	• To employ contract teachers (BAFS, BI, MB, etc.) and CNET to enhance learning and teaching	Sep 2022 – Aug 2023	Salary including MPF: $ 3,222,000.00
	2. To enhance learning and teaching effectiveness and to relieve teachers' administrative duties	• To employ supporting staff (Project Organiser, Activity Organisers, Teacher Assistant and Assistant Teachers) to enhance learning and teaching	Sep 2022 – Aug 2023	Salary including MPF: $ 1,740,000.00
	3. To enhance students' learning outcomes	• To employ tutors and coaches to conduct enrichment lessons for students to cater for learning diversity and enhance learning effectiveness • To buy services including courses to broaden students' horizons and enhance their learning outcomes	Sep 2022 – Aug 2023	Salary including MPF & Service Charge: $ 180,000.00
	4. To take better care of students' mental health	• To employ one more social worker to provide students counselling service and mental support	Sep 2022 – Aug 2023	Salary including MPF: $ 505,000.00
			Total:	$ 5,647,000.00

Total estimated grant to be received in 2022/23: $ 5,057,424.00
Total estimated grant to be expensed in 2022/23: $ 5,647,000.00
Estimated deficit in 2022/23: $ 589,576

Po Leung Kuk Lo Kit Sing (1983) College

Appendix VIII

Po Leung Kuk Lo Kit Sing (1983) College

<u>Funding of Enhancing Support for Learning and Teaching Chinese for Non-Chinese Speaking Students</u>

Task Area	Major Area(s)of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s)of Evaluation	People Responsible
- To appoint an additional Teacher for the support of learning and teaching of NCS students.	-To enhance the support for NCS students learning of Chinese - To provide NCS students with additional after school Chinese learning support -To create an inclusive learning environment in school -To equip NCS students and teachers with updated and related teaching and support so that they can have adequate knowledge and skills to learn Chinese Language -To encourage local students to get along with NCS students	- After school learning support will be arranged for NCS students: *Chinese learning and enhancing class *Chines lesson support *reading program *peer learning from local students *essay writing * speaking program	-NCS students will have more support to learn Chinese by the support of the Teacher -Enhance the learning of NCS students by the peer cooperation and support -Creating a good and harmonious environment to both NCS and local students	1/9/2022-31/8/2023	Total: $153,769	-The NCS students will be more effective in learning Chinese - The NCS students will have more interest and confidence in learning Chinese - The NCS students are encouraged to integrate into the school	- Evaluation by teachers - Peer lesson observation among teachers teaching Chinese Language - Feedback from NCS students	-Chinese Language Panel Head – Ms Chan Nga Fun and Chinese Language Deputy Panel Head- Ms Hon Ho Yan

Total amount for this proposal: $153,769

	Item1	Total
Amount:	$153,769	$153,769

Total estimated grant to be received from EDB for 2022/2023: $153,769
Total estimated expenditure 2022/2023: $153,769
Estimated surplus: $0

Po Leung Kuk Lo Kit Sing (1983) College

Appendix IX

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保良局羅傑承(一九八三)中學
運用「支援推行公民與社會發展科一筆過津貼」計劃書 (2022/2023)

</div>

(1)

項目	關注重點	推行計劃	預期好處	推行時間	所需資源	表現指標	評估機制	負責人
發展或採購相關的學與教資源	為科組老師提供合適的學與教資源	發展或採購相關的學與教資源（包括多媒體及電子教學材料）、應用程式及軟件，以及公民科的參考資料	- 妥善運用此津貼，配合教育局其他適用資源，例如全方位學習津貼、學生活動支援津貼等，在現有基礎上加強支援教師教授公民科 - 公民科的學與教活動得以順暢展開	全年 (1/9/22 – 31/8/23)	$5,000	– 豐富公民科的教材庫 – 多元化的學與教活動	公民科會議紀錄	相關科組負責老師

(2)

項目	關注重點	推行計劃	預期好處	推行時間	所需資源	表現指標	評估機制	負責人
資助學生及／或教師前往內地，參加和公民科課程相關的教學交流或考察活動	為老師及學生提供和公民科課程相關的內地考察交流活動	- 資助學生參加內地考察／交流活動的費用 - 資助教師前往內地參加和公民科課程相關的教學交流活動費用	- 提升學生學習本科的興趣和能力 - 學校在整合教育局提供的不同津貼，為學生規劃更豐富多元的學習活動	全年 (1/9/22 – 31/8/23)	125 位學生, 15 老師, 每人$650 = $91,000	– 為師生提供內地交流機會 – 學生能清楚表達考察所得和作出個人反思	學生的交流匯報	相關科組負責老師及領團老師

(3)

項目	關注重點	推行計劃	預期好處	推行時間	所需資源	表現指標	評估機制	負責人
舉辦和公民科課程相關的校本學習活動	為學生提供能提升公民科學與教效能的校本學習活動	資助學生參加由學校舉辦在本地或內地的校本學習活動費用和交通費	- 提升學生學習本科的興趣和能力 - 為學生規劃更豐富多元的學習活動	全年 (1/9/22 – 31/8/23)	$ 2,000	配合公民科課程的校本學習活動，如：參觀展覽、實地考察、體驗學習營等	公民科會議紀錄	相關科組負責老師

(4)

項目	關注重點	推行計劃	預期好處	推行時間	所需資源	表現指標	評估機制	負責人
舉辦或資助學生參加和公民科課程相關在本地或在內地舉行的聯校／跨課程活動	為學生提供能提升公民科學與教效能的本地或在內地舉行的聯校／跨課程活動	支付學生參加和公民科課程相關在本地或在內地舉行的聯校／跨課程活動的費用	- 提升學生學習本科的興趣和能力 - 為學生規劃更豐富多元的學習活動	全年 (1/9/22 – 31/8/23)	$2,000	豐富學生的聯校／跨課程活動的相關學習經歷	公民科會議紀錄	相關科組負責老師

此計劃書的總金額: **HK$100,000.00**

	第一項	第二項	第三項	第四項	合共
金額:	$5,000	$91,000	$2,000	$2,000	$100,000.00

教育局的公民與社會發展科一筆過津貼 2021-2024 : $300,000.00

總預計支出 2022/2023 : $ 100,000.00

總預計盈餘 : $ 190,002.00

Po Leung Kuk Lo Kit Sing (1983) College

Appendix X

保良局羅傑承(一九八三)中學
維護國家安全及國家安全教育相關措施的工作計劃 2022/23 學年

範疇	措施	評估方法	推行時間	負責人	所需資源
學校行政	透過「維護國家安全及國家安全教育」工作小組： - 持續協調及監察各科組執行有關措施的落實情況和成效； - 捉進不同持份者的溝通和協作，加強學生品德培養和相關的訓育輔導工作；	- 教師問卷／觀察 - 每學期檢視各科就「維護國家安全及國家安全教育」的進度報告	2022/23 全學年	- 副校長 3 - 小組成員 - 學生成長支援組： ・GCD ・DID ・CRD ・CMNSHE	- 教育局發出的通告 - 教育局課程文件
	- 加強防範和制止在學校裏進行任何違反《基本法》、《香港國安法》和所有適用於香港的法律的教學和活動，預防並處理政治或其他違法活動入侵校園，以免干擾學校的正常運作，影響學生學習。 - 根據由保良局制備及經法團校董會通過的「教職員行為守則」，並參考教育局不時發出／更新的指引，因應校本情況，完善具體策略和應變措施，包括如何處理學生違規及教師專業操守事宜，締造平和有序的校園環境和氣氛，協助學生建立正面的價值觀，並防止政治活動入侵校園。	教職員通告 會議記錄文件 - 定期檢討有關策略及應變措施	2022/23 全學年	- 校長 - 副校長 3 - DID - ACD	- 教育局發出的通告 - 教育局課程文件 - 保良局指引

範疇	措施	評估方法	推行時間	負責人	所需資源
	強化校舍管理機制及程序 - 包括租借校園設施、巡查校園範圍及定期檢視圖書館藏書，確保校園活動及展示的字句或物件不會涉及危害國家安全。 - 確保校園內以學校名義舉辦的活動（包括學生活動、課外活動、邀請校外嘉賓演講、校友或家長教師會為學生舉辦的活動、校外導師任教的活動等），不會涉及危害國家安全的行為和活動。	- 觀察／活動檢討 - 定期檢視圖書館館藏	2022/23 全學年	- 副校長 3 - 行政主任 - GAD - CCA - 當值老師 - 圖書館主任	
	定期升掛國旗及奏唱國歌 - 於學生返學日子，每周舉行升旗儀式及奏唱國歌 - 於主要典禮及特別場合升掛國旗及奏唱國歌 - 於重要日子透過「國旗下講話」分享國家新近發展、中華文化、中國歷史、國歌／國旗／國徽的意義等不同題目、 - 以加強學生對國情和國家安全的認識、提升國民身份認同，以及培育他們成為守法的良好公民。	- 觀察學生反應 - 活動檢討	2022/23 全學年	- 副校長 3 - CMNSHE	- 升旗隊
人事管理	持續監察執行員工聘任機制和程序的落實情況和成效 - 學校跟據《僱傭條例》、《教育條例》、《教育規例》、其他相關法例及僱傭合約，以及《資助則例》和教育局發出的相關指引，包括教育局通告第 3/2020 號《加強保障學童的措施：學校教學及非教學人員的聘任》，辦理員工聘任程序。 - 向新入職員工講解及派發「教職員行為守則」，並連同聘書一同簽署及同意予以遵守。現職員工均在每學年初的校務會議要求簽署及予以遵守。提醒教職員必須奉公守法，亦有責任合力締造平和有序的校園環境和氣氛。	- 觀察員工日常工作表現 - 若得悉員工涉嫌干犯嚴重罪行或失德行為，學校會根據教育局通告第 3/2020 號所規定，向教育局呈報，以供局方考慮採取跟進行動	2022/23 全學年	- 校長 - 副校長 1 - 行政主任 - 各部門主管	- 教育局通告 - 相關法例條文

範疇	措施	評估方法	推行時間	負責人	所需資源
	持續透過校本的人事管理和考績機制和程序／教職員會議／通告： - 向學校所有教學和非教學人員清楚說明教職員均須秉持專業操守遵守法律及社會接受的行為準則，以符合社會對他們的道德及專業方面的期望，保障學生的福祉。 - 根據保良局與及校本的人事管理和考績機制，適時及適當地跟進教職員的工作表現及操守。	- 會議記錄文件 - 年度考績報告	2022/23 全學年	- 校長 - 副校長 1 - 各部門主管	- 年度考績評量
	持續檢視外聘非教學人員的機制和程序 - 於外聘的非教學人員（包括專責人員例如學校社工、教育心理學家、言語治療師、教練、興趣班導師等）的招標文件／服務合約中，列明其工作表現和操守須符合要求，包括防範及制止違反《基本法》、《香港國安法》和其他法律的活動。	- 招標文件 - 服務合約	2022/23 全學年	- 校長 - 行政主任 - 各部門主管	- 教育局通告
教職員培訓	持續鼓勵及安排教職員參加專業培訓 - 鼓勵教職員參加教育局舉辦的培訓課程／講座或研討會，接受適當的國家安全教育培訓，進一步提升他們對國家安全的認識。 - 持續透過內部通告、教師會議、教師發展日等，`提升教職員對《香港國安法》的認識。	- 教師問卷／觀察 - 教職員通告 - 收集及統計教師持續專業發展記錄	2022/23 全學年	- 校長 - 副校長 3 - 教師專業發展組	- 教育局舉辦的培訓課程／講座或研討會

範疇	措施	評估方法	推行時間	負責人	所需資源
學與教	加強全校層面的課程統籌與策劃，增潤各科組按學生的認知能力： - 讓學生更清楚認識國家安全的重要性、《香港國安法》的立法背景、內容和意義等，以加強學生國家安全的觀念 - 鞏固學生對國情、中華文化，以及《憲法》和《基本法》的認識，從而進一步提升他們的國民身份認同、守法精神，以及共同維護國家安全的意識和責任感。 - 透過全校層面的課程及全方位學習活動，按學生的認知發展及能力，進一步加強他們對國家歷史和發展的認識，提升國民身份認同。	- 科組課程內容 - 日常觀察 - 收集學生意見	2022/23 全學年	- 教務組 - 各科組 - CMNSHE - OLE	- 教育局提供的學與教資源
	- 持續檢視課程的設計以及選取或編訂的學與教資源內容和質素符合課程發展議會於各學習階段課程所訂定的課程宗旨、目標和內容，並切合學生的程度和學習需要。 - 提醒教師須選用合宜資料，不得宣揚個人政治立場或傳達扭曲的價值觀、不得發表煽動性的言論、不得滲入偏頗／欠缺事實佐證／不符課程宗旨和目標的內容或資料，不得鼓動或默許學生參與校外政治活動等。	- 課堂教學及教學材料能符合課程發展議會訂定的要求	2022/23 全學年	- 副校長 2 - 教務組 - 各科組	- CDI 課程文件及評核指引
	建立素材庫 - 指示教師上載教材及教師所設計的課業、參考資料、擬備的測考題目等於學校檔案伺服器內，以便校長、副校長、科主任有效瞭解及檢視課程內容及設計，以符合教育局要求及規定。 - 要求各科組將有關《憲法》、《基本法》教育及國家安全教育的校本學與教資源上載於學校檔案伺服器內存檔，並加入年期規定，存檔 3 年，供小組成員及相關科主任持續監察。	- 建立校本學與教資源素材庫 - 各科會議記錄	2022/23 全學年	- 副校長 3 - CMNSHE - 國安教育組	- 校本學與教資源檔案伺服器

範疇	措施	評估方法	推行時間	負責人	所需資源
學生訓輔及支援	持續檢視及制定校本訓、輔機制，以配合社會的發展及《香港國安法》的實施 - 加強正向教育及加強學生品德培養和相關的訓育輔導工作；提升學生的資訊素養，發展學生在搜尋、評估及使用資訊（包括社交媒體）等能力，引導他們建立正確的價值觀和同理心，成為守法守規的良好公民	- 向學生說明行為要求 - 學生能建立責任感、承擔和守法精神	2022/23 全學年	- GCD - DID - ICT - CMNSHE	- 正向教育工作坊
	持續檢視懲處準則 - 若個別學生出現違規行為，採取合適的訓育與輔導方法，幫助他們改善。 - 情況嚴重或屢勸不改者，則給予適當的懲處 - 因應不同需要，轉介予專業人員跟進。	- 違規學生的行為能作出改善	2022/23 全學年	- 副校長 1 - GCD - DID	- 學校社工
家校合作	持續與家長保持緊密溝通 - 透過學校通告／家長日／家教會活動，與家長保持緊密溝通，幫助家長協助子女以理性和正面的態度了解《香港國安法》的立法精神。尋求家長的支持、理解和配合。 - 舉辦親子講座/工作坊，以幫助家長建立良好的親子溝通、處理與子女的衝突、幫助子女明辨是非、協助疏導子女因面對社會紛爭而產生的負面情緒的心得和經驗。	- 家長支持、理解及配合學校的措施 - 家長通告、親子講座/工作坊的參與度	2022/23 全學年	- 副校長 3 - 班主任 - 家教會	- 家校合作活動津貼 - 工作坊

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