



**Po Leung Kuk  
Lo Kit Sing (1983) College**

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**Annual School Plan  
2023-2024**

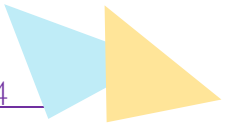


保良局羅傑承(一九八三)中學

鹿盧敬題

PO LEUNG KUK

(1983)



## 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.

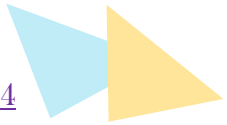
## Mission

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

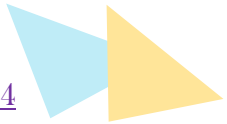




## School Vision & Mission

- **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-beings of the general public.
- “Love, Respect, Diligence and Integrity”, motto of Kuk’s affiliated schools, places great emphasis on educating the young, nurturing morality and helping to achieve “Cognitive, Aesthetic, Social, Physical and Moral development”, summarizes 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.





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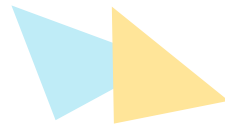
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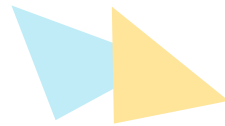




## 1. Major Concern: To further enhance students' academic performance

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1. To increase students' engagement in learning.</p> <p>1.1 Develop more interactive and learner-centered teaching strategies and make use of AI (e.g. ChatGPT) in Learning</p> <p>1.2 Design more pre-lesson tasks to get students prepared for participating in learning activities. Also, ask students to summarize what they have learnt and share it with the class.</p> <p>1.3 Refine the subject-based incentive scheme to motivate students to participate in learning activities.</p>	<p>Sep 2023</p> <p>/</p> <p>July 2024</p>	<ul style="list-style-type: none"> <li>➤ One third of the observed lessons include interactive and learner-centered teaching strategies.</li> <li>➤ One third of the inspected assignments include pre-lesson tasks.</li> <li>➤ The subject-based incentive scheme is refined, explained and evaluated in subject departmental meetings.</li> <li>➤ More students are willing to participate in learning activities.</li> <li>➤ Subject teachers give positive feedback on students' performance in learning activities.</li> <li>➤ Professional development activities are explored and introduced to teachers to enhance their skills in developing interactive and learner-centered teaching strategies.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Minutes of Academic Department meetings</li> <li>➤ Minutes of subject departmental meetings</li> <li>➤ Minutes of Staff Development Team meetings</li> <li>➤ Feedback from teachers</li> <li>➤ Feedback from students</li> </ul>	<ul style="list-style-type: none"> <li>➤ Academic Department</li> <li>➤ Subject departments</li> <li>➤ Staff Development Team</li> <li>➤ All teachers</li> </ul>	<ul style="list-style-type: none"> <li>➤ CEG</li> <li>➤ EOEBG</li> <li>➤ TRG</li> </ul>

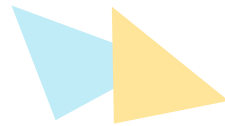




## 1. Major Concern: To further enhance students' academic performance

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2. To strengthen students' learning strategies in different subjects.	Sep 2023 / July 2024	<ul style="list-style-type: none"> <li>➤ Chances are provided for different subject departments to share their subject-based incentive schemes and subject-specific learning strategies.</li> <li>➤ Subject-specific learning strategies are refined, explained and evaluated in subject departmental meetings.</li> <li>➤ One third of the observed lessons and inspected assignments include tasks which provide students opportunities to practise the subject-specific learning strategies.</li> <li>➤ Junior form students finish at least 2 years of internal past papers.</li> <li>➤ Senior form students finish at least 6 years of HKDSE examination past papers during the 3-year-course.</li> <li>➤ Some students are nominated to join different kinds of academically related internal and external activities and competitions.</li> <li>➤ Teachers give positive feedback on students' mastery of the subject-specific learning strategies.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Minutes of Academic Department meetings</li> <li>➤ Minutes of subject departmental meetings</li> <li>➤ Feedback from teachers</li> </ul>	<ul style="list-style-type: none"> <li>➤ Academic Department</li> <li>➤ Subject departments</li> <li>➤ All teachers</li> </ul>	<ul style="list-style-type: none"> <li>➤ CEG</li> <li>➤ EOEBG</li> <li>➤ TRG</li> </ul>
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.					

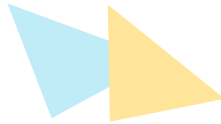




## 1. Major Concern: To further enhance students' academic performance

Strategies/Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>3. To enrich the school learning environment to promote good learning attitudes and habits.</p> <p>3.1 Organize more subject-based activities (e.g. study group) and competitions to create a motivating learning environment.</p> <p>3.2 Organize pull-out programs to provide extra support for academically high and low achievers.</p> <p>3.3 Organize different reading related activities to create a reading atmosphere on the school campus.</p>	<p>Sep 2023 / July 2024</p>	<ul style="list-style-type: none"> <li>➤ At least one subject-based activity or competition is organized by each subject department.</li> <li>➤ The activities and competitions are explained and evaluated in subject departmental meetings.</li> <li>➤ More students show interest in joining the subject-based activities and competitions.</li> <li>➤ Pull-out programs are organized to provide support for academically high and low achievers.</li> <li>➤ Participants of the pull-out programs give positive feedback on the programs.</li> <li>➤ Academically high and low achievers are encouraged and helped to form study groups.</li> <li>➤ Participants of the study groups give positive feedback on the arrangements.</li> <li>➤ At least one reading related activity is organized by each subject department.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Minutes of Academic Department meetings</li> <li>➤ Minutes of subject departmental meetings</li> <li>➤ Feedback from teachers</li> <li>➤ Feedback from students</li> </ul>	<ul style="list-style-type: none"> <li>➤ Academic Department</li> <li>➤ Subject departments</li> <li>➤ Reading Promotion Team</li> <li>➤ All teachers</li> </ul>	<ul style="list-style-type: none"> <li>➤ CEG</li> <li>➤ EOEBG</li> <li>➤ TRG</li> </ul>



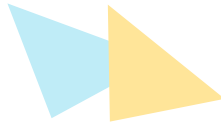


## 2. Major Concern: To empower students to achieve physical, emotional and intellectual wellness

Strategies/Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1. Creating supportive social and physical environments</p> <p>1.1 Creating physical settings that promote health, happiness and wellbeing</p> <p>1.2 Cultivating an inclusive atmosphere with harmony, respect and mutual understanding on campus</p> <p>1.3 Organizing school programs to enhance positive behavior, relationship and interaction</p>	<p>Sept 2023</p> <p>/</p> <p>July 2024</p>	<ul style="list-style-type: none"> <li>➤ School facilities are renovated or built to promote health, happiness and wellbeing.</li> <li>➤ A caring and respectful school environment is made more visible on campus.</li> <li>➤ School programs are organized to enhance positive behavior, relationship and interaction.                             <ul style="list-style-type: none"> <li>- 3-minute Breathing Exercise</li> <li>- School Picnic</li> <li>- Sports Days</li> <li>- Swimming Gala</li> <li>- Day for You</li> <li>- Life-wide Learning Day</li> <li>- Experiential Learning Programs</li> <li>- English Drama Competition</li> <li>- Dance Festival</li> <li>- Quincy Lui Cup</li> <li>- School Trips</li> <li>- Form-based Activities</li> <li>- Class-based Activities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Executive coordination evaluation meetings</li> <li>➤ Executive department evaluation meetings</li> <li>➤ Form-coordination evaluation meetings</li> </ul>	<ul style="list-style-type: none"> <li>➤ Executive departments:                             <ul style="list-style-type: none"> <li>- CCA</li> <li>- CMN</li> <li>- CRD</li> <li>- GAD</li> <li>- GCD</li> <li>- OCE</li> <li>- RCD</li> <li>- SAD</li> <li>- SVS</li> <li>- Form Coordination</li> </ul> </li> <li>➤ Concerned subject departments</li> </ul>	<ul style="list-style-type: none"> <li>➤ CEG</li> <li>➤ CMN Grant</li> <li>➤ QEF</li> </ul>



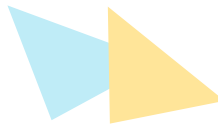




## 2. Major Concern: To empower students to achieve physical, emotional and intellectual wellness

Strategies/Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>2. Teaching students about health and wellness</p> <p>2.1 Subject departments organizing teaching &amp; learning activities to foster the values of wellness (politeness and respect)</p> <p>2.2 Executive departments organizing activities to promote health and wellness</p>	<p>Sept 2023</p> <p>/</p> <p>July 2024</p>	<ul style="list-style-type: none"> <li>➤ The values of wellness ‘politeness and respect’ are embedded in curriculums.</li> <li>➤ Activities to promote health and wellness (politeness and respect) are organized by executive departments.</li> <li>➤ Self-management skills are introduced by the education psychologist.</li> <li>➤ Class-based student sharing on self-management skills is arranged by CMN.</li> <li>➤ Mindfulness training is organized by GCD.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Subject coordination evaluation meetings</li> <li>➤ Minutes of executive departments</li> <li>➤ Executive coordination evaluation meetings</li> <li>➤ Students’ reflections</li> <li>➤ Stakeholders’ surveys</li> </ul>	<ul style="list-style-type: none"> <li>➤ Subject departments</li> <li>➤ Executive departments:</li> <li>- ACD</li> <li>- CCA</li> <li>- CMN</li> <li>- CRD</li> <li>- DID</li> <li>- GCD</li> <li>- OCE</li> <li>- RCD</li> <li>- SAD</li> <li>- SVS</li> <li>- Form Coordination</li> <li>- Leadership Nurturing Team</li> </ul>	<ul style="list-style-type: none"> <li>➤ CEG</li> <li>➤ DLG</li> <li>➤ EOEBG</li> <li>➤ TRG</li> </ul>

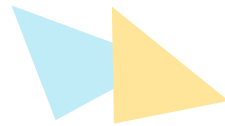




## 2. Major Concern: To empower students to achieve physical, emotional and intellectual wellness

Strategies/Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>3. Developing intellectual student leaders</p> <p>3.1 Fostering students to set appropriate goals and develop self-reflection skills for career life planning</p> <p>3.2 Cultivating students' multi-faceted talents and developing them as leaders</p>	<p>Sept 2023</p> <p>/</p> <p>July 2024</p>	<ul style="list-style-type: none"> <li>➤ 90% of S3 &amp; S6 students have clear goals on career life planning.</li> <li>➤ 90% of students participate in career-related programs to explore their interests in life.</li> <li>➤ Talent pools are updated to provide quick reference for teachers to select suitable students to participate in different courses and competitions.</li> <li>➤ Students' participation in various internal and external competitions is active.</li> <li>➤ There is an increasing number of students getting scholarships and outstanding student awards.</li> <li>➤ Elite students enroll in gifted education programs.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Minutes of executive coordination meetings</li> <li>➤ Executive department evaluation meetings</li> </ul>	<ul style="list-style-type: none"> <li>➤ Executive departments:                             <ul style="list-style-type: none"> <li>- ACD</li> <li>- CCA</li> <li>- CMN</li> <li>- CRD</li> <li>- OLE</li> <li>- RCD</li> <li>- SVS</li> <li>- Form Coordination</li> <li>- Leadership Nurturing Team</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ CEG</li> <li>➤ EOEBG</li> <li>➤ LSG</li> </ul>





### 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
<p>1. Help students and teachers to improve their productivity in learning and teaching.</p> <p>1.1 Build up a technology-enhanced school campus through the acquisition of digital learning tools.</p> <p>Digital learning tools.</p> <ul style="list-style-type: none"> <li>- Interactive touch panel</li> <li>- Mobile devices</li> <li>- AR/ VR equipment</li> </ul> <p>1.2 Provide more learning opportunities to students by improving the school environment and teaching materials.</p> <p>Improvement in school environment:</p> <ul style="list-style-type: none"> <li>- Renovation of home rooms</li> <li>- Collaborative learning environment</li> <li>- Replacement in furniture</li> </ul> <p>Teaching materials:</p> <ul style="list-style-type: none"> <li>- Online learning platform</li> <li>- Learning Apps</li> <li>- IT Innovation Lab Project</li> </ul>	Sept 2023 / July 2024	<ul style="list-style-type: none"> <li>➤ At least 70% of students and teachers agree that digital learning tools acquired in school help them to improve their productivity in learning and teaching.</li> <li>➤ At least 75% of students and teachers agree that they can get more learning opportunities by improving school environment and teaching materials.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Teachers' observation</li> <li>➤ Scrutiny of minutes of executive departments and subject departments.</li> <li>➤ Executive coordination evaluation</li> <li>➤ Collect feedback from students and teachers.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Subject departments</li> <li>➤ Executive departments</li> <li>➤ All teachers</li> </ul>	<ul style="list-style-type: none"> <li>➤ EOEBG</li> <li>➤ QEF</li> <li>➤ IT Assistants</li> <li>➤ IT Innovation Lab Project</li> </ul>



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

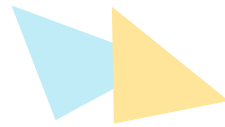
Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>2. Enhance the efficiency in school administrative work.</p> <p>2.1 Enable online reporting, booking, recording and support service through an online platform.</p> <p>Online forms:</p> <ul style="list-style-type: none"> <li>- Conduct mark deduction</li> <li>- Enrolment</li> <li>- Attendance record</li> <li>- Repair record</li> <li>- IT support request</li> <li>- Other possible applications</li> </ul> <p>2.2 Facilitate the use of digital imaging technology to archive administrative documents and teaching resources.</p> <p>Document digitisation:</p> <ul style="list-style-type: none"> <li>- Student records</li> <li>- Financial records</li> <li>- Meeting minutes</li> <li>- Past exam papers</li> <li>- Sample exam scripts</li> <li>- Assignment exemplar</li> <li>- Teaching resources</li> <li>- Exercise worksheet</li> </ul>	Sept 2023 / July 2024	<ul style="list-style-type: none"> <li>➤ At least 70% of teachers agree that online forms can enhance the efficiency in school administrative work.</li> <li>➤ At least 70% of online forms from different departments are placed in a common online platform.</li> <li>➤ At least 90% of hard copies of various documents stored in General Office are digitized and converted into softcopies.</li> <li>➤ General Office and teachers can retrieve the digitized documents from the network storage.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Scrutiny of minutes of executive departments and subject departments.</li> <li>➤ Executive coordination evaluation</li> <li>➤ Collect feedback from General Office and teachers.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Subject departments</li> <li>➤ Executive departments</li> <li>➤ General Office</li> <li>➤ School Library</li> </ul>	<ul style="list-style-type: none"> <li>➤ EOEBG</li> <li>➤ IT Assistants</li> <li>➤ Executive Officer</li> <li>➤ Library Assistant</li> <li>➤ Teacher Assistant</li> <li>➤ Assistant Teacher</li> </ul>



### 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
<p>3. Maintain the competitiveness of our school.</p> <p>3.1 Upgrade the school infrastructure and replace the outdated furniture and equipment to maintain our school competitiveness.</p> <p>Elements of school infrastructure:</p> <ul style="list-style-type: none"> <li>- Lighting and ventilation</li> <li>- Sanitation facilities</li> <li>- Water and electricity supply</li> <li>- School Decoration</li> <li>- Sports facilities</li> <li>- IT-enabled environment</li> <li>- Chinese Culture Decoration</li> </ul> <p>Elements of furniture and equipment:</p> <ul style="list-style-type: none"> <li>- Classroom furniture</li> <li>- General furniture</li> <li>- Laboratories instruments</li> <li>- Musical instruments</li> <li>- Sports equipment</li> <li>- IT and AV equipment</li> </ul>	<p>Sept 2023 / July 2024</p>	<ul style="list-style-type: none"> <li>➤ At least 70% of teachers agree that our school competitiveness can be maintained by upgrading school infrastructure.</li> <li>➤ At least 70% of teachers agree that the major repairs improve the condition of school infrastructure.</li> <li>➤ At least 70% of obsolete furniture and equipment are replaced.</li> <li>➤ TIC of classrooms and special rooms can report repair cases promptly.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Scrutiny of minutes of executive departments and subject departments.</li> <li>➤ Executive coordination evaluation</li> <li>➤ Collect feedback from teachers.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Subject departments</li> <li>➤ Executive departments</li> <li>➤ General Office</li> <li>➤ Form coordination</li> </ul>	<ul style="list-style-type: none"> <li>➤ EOEBG</li> <li>➤ IT Assistants</li> <li>➤ Executive Officer</li> <li>➤ Janitors</li> <li>➤ EDB Major Repairs</li> <li>➤ LKS Dedication Fund</li> </ul>





### 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 Applying AI or Smart Technology to make a smarter and energy-efficient campus. AI Technology: - ChatGPT - Open AI  Smart Technology: - Ventilation - Temperature - Humidity - Lighting	Sept 2023 / July 2024	<ul style="list-style-type: none"> <li>➤ At least 70% of teachers agree that they can work smarter with AI technology.</li> <li>➤ At least 70% of teachers concerned agree that the facilities monitored by smart technology can save more energy.</li> <li>➤ Positive feedback from teachers.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Scrutiny of minutes of executive departments.</li> <li>➤ Collect feedback from teachers and students.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Executive departments</li> <li>➤ Subject Department</li> <li>➤ Form coordination</li> </ul>	<ul style="list-style-type: none"> <li>➤ EOEBG</li> <li>➤ IT Assistants</li> <li>➤ ICT Department</li> </ul>



# Appendix I

## School-based After-school Learning and Support Programmes 2023/2024 s.y. School-based Grant - Programme Plan



**A.** The estimated number of students (count by heads) benefitted under this Programme is 731.

**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		
<i>Visit, art/cultural activities, sports, learning skills training: Extended courses and activities of various subjects</i>	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 2023 - August 2024	15	180	80	<b>\$63,000.00</b>	
<i>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.</i>	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 2023 - August 2024	45	250	120	<b>\$94,600.00</b>	
<b>Total no. of activities: <u>2</u></b>				<b>No. of man-time<sup>@</sup></b>	60	430	200		
				<b>Total no. of man-times<sup>**</sup></b>	690				

Note:

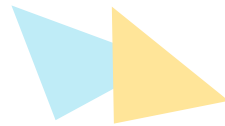
\* Types of activities are categorized as follows: tutorial service, learning skill training, languages training, visits, art /culture activities, sports, self-confidence development, volunteer service, adventure activities, leadership training, and communication skills training courses.

@ 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) .





## Appendix II

### Learning Support Grant – Programme Plan 2023/2024

#### Information on SEN Activities to be Subsidied 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 the generic skills of students with SEN	Students with SEN actively participate and enjoy the activity.	Observation / Participant questionnaires	1/9/2023-31/8/2024	80	\$50,000.00	N.A.
Training Programmes, Talks and Sharing to Parents & Teachers	To enhance parents and teachers' skills to deal with students with SEN	Teachers' and parents' professional skills are enhanced.	Observation / Participant questionnaires	1/9/2023-31/8/2024	100	\$20,000.00	N.A.
Training/ Therapeutic Programmes for students for SEN (e.g. Art, Painting)	To provide professional support for students with SEN	Students with SEN feel more relaxed.	Observation / Participant questionnaires / Student reports	1/9/2023-31/8/2024	30	\$75,000.00	ExpresSoul Co. Ltd./ Caritas Children & Youth Centre-Cheung Hong/ World Youth Sport Art Education
AIM Project (Part 2)	To enhance the generic skills of students with SEN	Students with SEN improve their social skills.	Observation / Participant questionnaires	1/9/2023-31/8/2024	12	\$5,000.00	Hong Kong Young Women's Christian Association





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)
Jockey Club Keen and Active Kids Project	To enhance the self-management skills of students with SEN	Students with SEN improve their self-management skills	Observation / Participant questionnaires	1/9/2023-31/8/2024	6	\$10,000.00	HK& & Heep Hong Society
Reading & Writing Support Courses	To provide professional support for students with SEN	Students with SEN feel more comfortable with study	Observation / Participant questionnaires / Student reports	1/9/2023-31/8/2024	48	\$80,000.00	Excellent Education Company Limited/ Seedling Education/ Serve Shine Care Education Centre
Speech Therapy Service	To enhance the speaking skills of students with SEN	Students with SEN improve their speaking skills	Observation / Participant questionnaires / Student reports	1/9/2023-31/8/2024	15	\$50,000.00	TBC
School-based Academic Support Programme	To enhance the academic performance of students with SEN	The homework stress of students with SEN is reduced	Observation / Participant questionnaires	1/9/2023-31/8/2024	20	\$90,000.00	N.A.
Positive Education Programme	To enhance the wellbeing of students with SEN	The wellbeing of students with SEN is improved	Observation / Participant questionnaires	1/9/2023-31/8/2024	30	\$50,000.00	TBC
Emotional Management Programme	To teach students with SEN some coping skills	Students with SEN feel more relaxed after the course.	Observation / Participant questionnaires	1/9/2023-31/8/2024	20	\$6,000.00	TBC



Annual School Plan 2023-2024

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)
Student Counsellor	To provide support for SENCO, SENST and students with SEN	Teachers and students with SEN find the student counsellor helpful.	Observation	1/9/2023-31/8/2024	100	\$240,000.00	N.A.
Individual counselling by specialist	To equip students with SEN some coping skills	Students with SEN feel more at ease.	Observation / Participant questionnaires	1/9/2023-31/8/2024	20	\$49,000.00	Shue Yan University

Balance brought forward from 2022/2023: HK\$40,493.64

Total estimated grant to be received from EDB for 2023/2024: HK\$711,589.00

Total amount for the proposed activities: HK\$725,000.00

Estimated Surplus: HK\$27,082.64



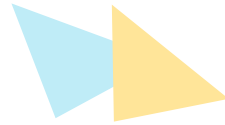


## Appendix IIIa

### Plan on Use of Diversity Learning Grant on P.E. (2023-2024)

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	<p>NSS PE</p> <ul style="list-style-type: none"> <li>- To relieve PE teachers' workload so that teachers can concentrate on developing better teaching</li> <li>- To provide SBA support for PE teachers</li> </ul> <p>Other Subjects</p> <ul style="list-style-type: none"> <li>- To allow teachers to have more learning opportunities to attend seminars</li> </ul>	<ul style="list-style-type: none"> <li>- Employing a Subject Assistant to provide support to the PE Department</li> </ul>	<ul style="list-style-type: none"> <li>- Handle Physical Education administrative work and relieve PE teachers' workload</li> <li>- Assisting PE Teachers' to prepare teaching and learning materials</li> <li>- Assisting PE Teachers on regular practical training</li> <li>- Substitute lessons if needed, so that teachers can have more time to attend seminars, and to enhance their professional development</li> </ul>	12 months (1/9/23 – 31/8/24)	<p>\$7,500.00 (approx.) x 12 months (+MPF) = \$94,500.00 (approx)</p> <p><b>Total: \$94,500.00 (approx.)</b></p>	<ul style="list-style-type: none"> <li>- At least 5 sets of teaching-related materials would be produced</li> <li>- The staff will provide at least 1 session of practical training to students per week</li> <li>- The staff will support the training and competitions of the Volleyball Team</li> <li>- The staff will substitute lessons if teachers need to attend seminars</li> </ul>	<ul style="list-style-type: none"> <li>- Count the number of teaching materials produced</li> <li>- Count the number of pair-teaching lessons</li> <li>- Count the number of practical training sessions</li> <li>- Inspection by Teacher i/c.</li> </ul>	PE Teacher Mr Yu C. W.
2- To procure valuable PE learning experiences for students	<ul style="list-style-type: none"> <li>- To enhance the quality of Learning and Teaching in both our school and Joint School Program</li> </ul>	<ul style="list-style-type: none"> <li>- Employing tutors or coaches to provide professional training to PE elective students</li> <li>- Students take athletic courses</li> </ul>	<ul style="list-style-type: none"> <li>- Motivation of students in active learning</li> <li>- Improvement in practical skills</li> </ul>	1/9/23–31/8/24	<b>Total: \$6,000.00 (approx.)</b>	<ul style="list-style-type: none"> <li>- PE elective students engage in at least one Theory or one Practical Lesson</li> </ul>	<ul style="list-style-type: none"> <li>- Count the number of lessons provided</li> <li>- Count the number of students involved</li> </ul>	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

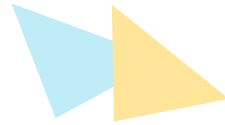
Balance B/F 2022/2023: \$0.00

Total estimated grant to be received from EDB for 2023/2024: \$84,000.00

Total estimated expenditure 2023/2024: \$100,500.00

Estimated deficit: \$16,500.00 Absorbed by EOEBG





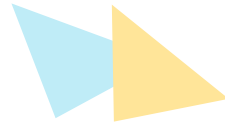
## Appendix III-b

### Three-year plan – Measures to broaden students’ choices of elective subjects and Provision of gifted education programmes for the 13<sup>th</sup> 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)	<ul style="list-style-type: none"> <li>- To offer a range of ApL courses for students with different learning needs and interests</li> <li>- To broaden students’ diversified learning experiences and develop their career aspirations</li> </ul>	ApL courses in the following areas of studies: <ul style="list-style-type: none"> <li>- Interior Design</li> <li>- Applied Psychology</li> <li>- Digital Comic Design and Production</li> <li>- Hospitality Services in Practice</li> <li>- Child Care and Education</li> <li>- Fundamental Cosmetology</li> <li>- Exercise Science and Health Fitness</li> <li>- Korean Language and Culture</li> <li>- Practical Chinese</li> <li>- Western Cuisine</li> </ul>	180 hours in 2 years for each course	S5 & S6 students of this cohort of students	0 (Updated)	13 (Updated)	12 (Updated)	<ul style="list-style-type: none"> <li>- Students meet the 80% minimum attendance rate</li> <li>- Students submit course assignments on time</li> <li>- Successful completion of the ApL courses by students as shown in their learning records</li> <li>- Survey / evaluation report on students’ feedback</li> <li>- Level of achievement attained in HKDSE</li> </ul>	LWS (ACD)





**Three-year plan – Measures to broaden students’ choices of elective subjects and Provision of gifted education programmes for the 14<sup>th</sup> 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)	<ul style="list-style-type: none"> <li>- To offer a range of ApL courses for students with different learning needs and interests</li> <li>- To broaden students’ diversified learning experiences and develop their career aspirations</li> </ul>	ApL courses in the following areas of studies: <ul style="list-style-type: none"> <li>- Applied Japanese and Japanese Culture</li> <li>- Medical Laboratory Science</li> <li>- Rehabilitation Care Practice</li> <li>- Film and Transmedia</li> </ul>	180 hours in 2 years for each course	S5 & S6 students of this cohort of students	0 (Updated)	6 (Updated)	6 (Estimated)	<ul style="list-style-type: none"> <li>- Students meet the 80% minimum attendance rate</li> <li>- Students submit course assignments on time</li> <li>- Successful completion of the ApL courses by students as shown in their learning records</li> <li>- Survey / evaluation report on students’ feedback</li> <li>- Level of achievement attained in HKDSE</li> </ul>	LWS (ACD)



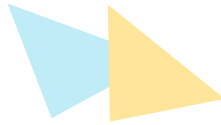


**Three-year plan – Measures to broaden students’ choices of elective subjects and Provision of gifted education programmes for the 15<sup>th</sup> cohort (2023/24 to 2025/26) of senior secondary students**

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
					23/24	24/25	25/26		
Applied Learning (ApL)	<ul style="list-style-type: none"> <li>- To offer a range of ApL courses for students with different learning needs and interests</li> <li>- To broaden students’ diversified learning experiences and develop their career aspirations</li> </ul>	ApL courses in the following areas of studies: <ul style="list-style-type: none"> <li>- Computer Game and Animation Design</li> <li>- Applied Psychology</li> <li>- Aviation Studies</li> <li>- Child Care and Education</li> <li>- The Essentials of Theatre Arts</li> <li>- Accounting for e-Business</li> <li>- Western Cuisine</li> </ul>	180 hours in 2 years for each course	S5 & S6 students of this cohort of students	0 (Updated)	10 (Estimated)	10 (Estimated)	<ul style="list-style-type: none"> <li>- Students meet the 80% minimum attendance rate</li> <li>- Students submit course assignments on time</li> <li>- Successful completion of the ApL courses by students as shown in their learning records</li> <li>- Survey / evaluation report on students’ feedback</li> <li>- Level of achievement attained in HKDSE</li> </ul>	LWS (ACD)





## Appendix IV

### Plan on the Use of the Promotion of Reading Grant 2023/2024 School Year

The major objectives of promoting reading:

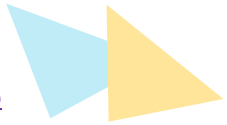
(1) To support subjects and departments in strengthening the promotion of reading

(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
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, NYK

The subject and executive departments concerned

**Budget**

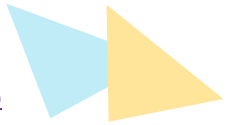
Balance brought forward from 2022/2023 : HK\$0.00

Total estimated grant to be received from EDB for 2023/2024 : HK\$65,000.00

Total estimated grant to be expensed in 2023/2024 : HK\$65,000.00

Estimate surplus in 2023/2024 : HK\$0.00





## 姊妹學校交流計劃書 2023/2024

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  
 (5): 惠州市博羅縣東江博雅學校

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	本校策劃及舉辦寧波姊妹學校交流團。	讓本校師生對內地姊妹學校加深了解，增進學生對內地文化、教育和經濟發展等方面的認識和了解，擴闊學生的視野。教師透過經驗分享及專業交流，促進專業發展。	學生能參觀姊妹學校，並於回港後分享經驗。	校長，老師及學生到訪內地姊妹學校交流開支。	\$ 180,000.00
2	本校策劃及舉辦惠州姊妹學校交流團。	讓本校師生對內地姊妹學校加深了解，增進學生對內地文化、教育和經濟發展等方面的認識和了解，擴闊學生的視野。教師透過經驗分享及專業交流，促進專業發展。	學生能參觀姊妹學校，並於回港後分享經驗。	校長，老師及學生到訪內地姊妹學校交流開支。	\$ 20,000.00
				(2022/2023 年度餘額: \$138,998.40) (2023/2024 年度收入: \$162,955.00) 2023/2024 年度總支出	\$ 200,000.00





## Plan on the Use of the Life-wide Learning Grant 2023 - 2024 School Year

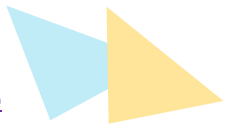
Schools are required to upload this Plan or the Annual School Plan which consist of this Plan endorsed by their SMCs / IMCs onto the homepage of the schools for the sake of enhancing transparency and in accordance with the established practice.

**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.

### Category 1: To organise / participate in life-wide learning activities

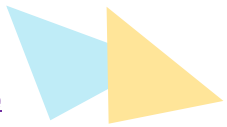
Schools are required to complete this part						Completion of this part is not mandatory								
No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put ✓ in the appropriate box(es); more than one option can be selected) I: Intellectual Development (closely linked with curriculum) V: Value Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
			Level	Estimated Number of Participants						I	V	P	S	C
<b>1.1</b>	<b>Local Activities:</b> To organise life-wide learning activities in different KLAs / cross-KLA / curriculum areas to enhance learning effectiveness, or 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													
1	Experiential Learning Activities	Sep 2023 to Aug 2024	F1 to F6	730	\$100,000.00	\$137.00	Visit, field trip and workshops for each form / class with thematic learning  Objective: To broaden students' learning experiences outside classroom.	Cross-Disciplinary (Others)	Observation  Feedback from teachers and students	✓	✓	✓	✓	✓





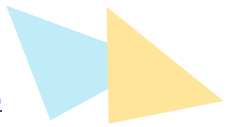
Schools are required to complete this part						Completion of this part is not mandatory								
No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put ✓ in the appropriate box(es); more than one option can be selected) I: Intellectual Development (closely linked with curriculum) V: Value Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
			Level	Estimated Number of Participants						I	V	P	S	C
2	Day for you	21/9/2023	F1 to F6	730	\$30,000.00	\$41.00	Team spirit building activities being held outside school  Objective: To equip students to get along with new school term.	Cross-Disciplinary (Others)	Evaluation in staff meeting  Feedback from teachers and students	✓	✓	✓	✓	✓
3	Picnic	14/11/2023	F1 to F6	730	\$97,000.00	\$133.00	Team spirit building activities being held outside school  Objective: To equip students with healthy and balanced life.	Cross-Disciplinary (Others)	Evaluation in staff meeting  Feedback from teachers and students	✓	✓	✓		





Schools are required to complete this part						Completion of this part is not mandatory								
No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put ✓ in the appropriate box(es); more than one option can be selected) I: Intellectual Development (closely linked with curriculum) V: Value Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
			Level	Estimated Number of Participants						I	V	P	S	C
4	Life wide learning day	5/3/2024	F1 and F2	259	\$37,000.00	\$143.00	Visit, field trip and workshop for each form / class with thematic learning  Objective: To broaden students' learning experiences outside classroom.	Cross-Disciplinary (Others)	Evaluation in staff meeting  Feedback from teachers and students	✓	✓	✓		✓
5	Stage Cultural Day	5/3/2024	F3 and F5	365	\$60,000.00	\$164.00	Art appreciation activity being held outside school  Objective: To experience a full scale art performance and nurturing students positive values and attitudes.	Cross-Disciplinary (Others)	Observation  Feedback from teachers and students	✓	✓	✓		✓





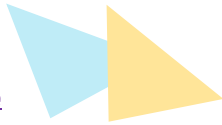
Schools are required to complete this part						Completion of this part is not mandatory								
No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put ✓ in the appropriate box(es); more than one option can be selected) I: Intellectual Development (closely linked with curriculum) V: Value Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
			Level	Estimated Number of Participants						I	V	P	S	C
6	Visit, field trips, workshops and competition	Sep 2023 to Aug 2024	students with interest	730	\$347,000.00	\$475.00	Extended courses and competitions in choral speaking, VA, Music, Dance, Sports and other subjects.  Objective: To broaden students' learning experiences outside classroom.	Cross-Disciplinary (Others)	Observation of students' performance  Evaluation in subject meeting	✓	✓	✓	✓	✓
7	Music for all scheme	Sep 2023 to Aug 2024	F1 and students with interest	230	\$300,000.00	\$1,304.00	A regular music course throughout the year for all F.1 students and students with interests.  Objective: To cater students' interests and abilities, develop students' aesthetic sensibility.	Arts (Music)	Observation of students' performance in classroom  Performance in the final concert	✓	✓	✓		





Schools are required to complete this part						Completion of this part is not mandatory								
No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put ✓ in the appropriate box(es); more than one option can be selected) I: Intellectual Development (closely linked with curriculum) V: Value Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
			Level	Estimated Number of Participants						I	V	P	S	C
8	Leadership training activities	5/3/2024	students with interest	150	\$24,000.00	\$160.00	a) Prefect team leadership training b) Librarian team leadership training c) Guidance Prefect team leadership training  Objective: To cater students' interests and abilities, develop students' leadership skills.	Leadership Training	Observation  Feedback from teachers and students		✓	✓	✓	✓
<b>Sub-total of Item 1.1</b>					<b>\$995,000.00</b>									

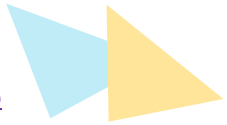




Schools are required to complete this part						Completion of this part is not mandatory								
No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put ✓ in the appropriate box(es); more than one option can be selected) I: Intellectual Development (closely linked with curriculum) V: Value Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
			Level	Estimated Number of Participants						I	V	P	S	C
<b>1.2</b>	<b>Non-Local Activities:</b> To organise or participate in non-local exchange activities or non-local competitions to broaden students' horizons													
1	non local study tour	Sep 2023 to Aug 2024	students with interest	100	\$300,000.00	\$3,000.00	Objective: To promote student's motivation in learning, experience the culture and carry out investigation during the tour.	Cross-Disciplinary (Others)	Observation  Feedback from teachers and students  Project learning	✓	✓	✓		✓
<b>Sub-total of Item 1.2</b>					<b>\$300,000.00</b>									
<b>Total for Category 1</b>					<b>\$1,295,000.00</b>									





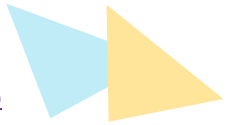

**Category 2: To procure equipment, consumables or learning resources for promoting life-wide learning (Compulsory)**

No.	Item	Purpose	Estimated Expenses (\$)
1	STEM Learning Kits	STEM Interest Group Activity	\$84,000.00
2	PE materials & Instrument for PE and Music subject	To promote Physical education and Art education in the school curriculum.	\$50,000.00
<b>Estimated Expenses for Category 2</b>			<b>\$134,000.00</b>
<b>Estimated Expenses for Categories 1 &amp; 2</b>			<b>\$1,429,000.00</b>

**Category 3: Estimated Number of Student Beneficiaries (Compulsory)**

Total number of students in the school:	730
Estimated number of student beneficiaries:	730
Percentage of students benefitting from the Grant (%):	100%





## Appendix VII

### Po Leung Kuk Lo Kit Sing (1983) College Plan of the Spending of Teacher Relief Grant (TRG) for the School Year (2023/24)

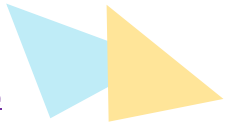
Task Area	Major Areas of Concern	Strategies / Tasks	Time Scale	Expected Amount
Curriculum Development	1. To facilitate curriculum development and enhance the efficient use of manpower resources	<ul style="list-style-type: none"> <li>To employ contract teachers (BAFS, BI, MB, etc.) and CNET to enhance learning and teaching</li> </ul>	Sep 2023 – Aug 2024	Salary including MPF: \$ 3,600,000.00
	2. To enhance learning and teaching effectiveness and to relieve teachers' administrative duties	<ul style="list-style-type: none"> <li>To employ supporting staff (Project Organiser, Activity Organiser, Teacher Assistant and Assistant Teacher, etc.) to enhance learning and teaching</li> </ul>	Sep 2023 – Aug 2024	Salary including MPF: \$ 1,042,000.00
	3. To enhance students' learning outcomes	<ul style="list-style-type: none"> <li>To employ tutors and coaches to conduct enrichment lessons for students to cater for learning diversity and enhance learning effectiveness</li> <li>To buy services including courses to broaden students' horizons and enrich their life-wide learning experiences</li> <li>To subsidize students to sit mock examinations to enhance their learning outcomes</li> </ul>	Sep 2023 – Aug 2024	Salary including MPF & Service Charge: \$ 500,000.00
	4. To take better care of students' mental health	<ul style="list-style-type: none"> <li>To employ one more social worker to provide students counselling service and mental support</li> </ul>	Sep 2023 – Aug 2024	Salary including MPF: \$ 505,000.00
			Total:	\$ 5,647,000.00

Total estimated grant to be received in 2023/2024: \$ 5,483,770.00

Total estimated grant to be expensed in 2023/2024: \$ 5,647,000.00

Estimated deficit in 2023/2024: \$ 163,230.00 Absorbed by EOEBG





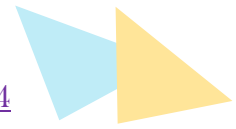
## Appendix VIII

### Po Leung Kuk Lo Kit Sing (1983) College

#### Funding of Enhancing Support for Learning and Teaching Chinese for Non-Chinese Speaking Students

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	- 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	1/9/2023-31/8/2024	Total: \$321,799	-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





Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
	-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							

Total amount for this proposal: \$321,799.00

	Item1	Total
Amount:	\$321,799.00	\$321,799.00

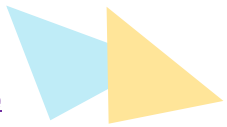
Balance brought forward from 2022/2023: \$0.00

Total estimated grant to be received from EDB for 2023/2024: \$321,799.00

Total estimated expenditure 2023/2024: \$321,799.00

Estimated surplus: \$0.00





## Appendix IX

**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 (2023/2024)**

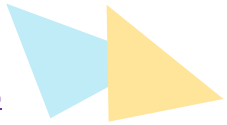
(1)

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	<ul style="list-style-type: none"> <li>- 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</li> <li>- 公民科的學與教活動得以順暢展開</li> </ul>	全年 (1/9/23 – 31/8/24)	\$20,000.00	<ul style="list-style-type: none"> <li>- 豐富公民科的教材庫</li> <li>- 多元化的學與教活動</li> </ul>	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	<ul style="list-style-type: none"> <li>- 資助學生參加內地考察／交流活動的費用</li> <li>- 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</li> </ul>	<ul style="list-style-type: none"> <li>- 提升學生學習本科的興趣和能力</li> <li>- 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</li> </ul>	全年 (1/9/23 – 31/8/24)	\$200,000.00	<ul style="list-style-type: none"> <li>- 為師生提供內地交流機會</li> <li>- 學生能清楚表達考察所得和作出個人反思</li> </ul>	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	<ul style="list-style-type: none"> <li>- 提升學生學習本科的興趣和能力</li> <li>- 為學生規劃更豐富多元的學習活動</li> </ul>	全年 (1/9/23 – 31/8/24)	\$4,000.00	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	<ul style="list-style-type: none"> <li>- 提升學生學習本科的興趣和能力</li> <li>- 為學生規劃更豐富多元的學習活動</li> </ul>	全年 (1/9/23 – 31/8/24)	\$2,000.00	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:	\$20,000.00	\$200,000.00	\$4,000.00	\$2,000.00	\$226,000.00

教育局的公民與社會發展科一筆過津貼 2022/2023 : \$225,971.00

總預計支出 2023/2024 : \$ 226,000.00

總預計盈餘 : -\$29.00 (不敷之數由擴大營辦開支整筆津貼補足差額)



## 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 2023/24 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： <ul style="list-style-type: none"> <li>- 持續協調及監察各科組執行有關措施的落實情況和成效。</li> <li>- 促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。</li> </ul>	<ul style="list-style-type: none"> <li>- 教師問卷／觀察</li> <li>- 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</li> </ul>	2023/24 全學年	<ul style="list-style-type: none"> <li>- 副校長 3</li> <li>- 小組成員</li> <li>- 學生成長支援組：  <ul style="list-style-type: none"> <li>• GCD</li> <li>• DID</li> <li>• CRD</li> <li>• CMNSHE</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- 教育局發出的通告</li> <li>- 教育局課程文件</li> </ul>
	<ul style="list-style-type: none"> <li>- 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。</li> <li>- 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。</li> <li>- 學校校進行採購時，須在報價／招標文件中，跟據已更新的「資助學校採購程序指引」加入具體條款，列明基於國家安全而容許學校取消供應商的資格和終止相關合約。</li> </ul>	<ul style="list-style-type: none"> <li>- 教職員通告</li> <li>- 會議記錄文件</li> <li>- 定期檢討有關策略及應變措施</li> </ul>	2023/24 全學年	<ul style="list-style-type: none"> <li>- 校長</li> <li>- 副校長 3</li> <li>- DID</li> <li>- ACD</li> <li>- 助理行政主任</li> <li>- 各部門主管</li> </ul>	<ul style="list-style-type: none"> <li>- 教育局發出的通告</li> <li>- 教育局課程文件</li> <li>- 保良局指引</li> </ul>
	強化校舍管理機制及程序 <ul style="list-style-type: none"> <li>- 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。</li> <li>- 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。</li> </ul>	<ul style="list-style-type: none"> <li>- 觀察／活動檢討</li> <li>- 定期檢視圖書館心館藏</li> </ul>	2023/24 全學年	<ul style="list-style-type: none"> <li>- 副校長 3</li> <li>- 助理行政主任</li> <li>- GAD</li> <li>- CCA</li> <li>- 當值老師</li> <li>- 圖書館主任</li> </ul>	



範疇	措施	評估方法	推行時間	負責人	所需資源
學校行政 (續)	<p>定期升掛國旗及奏唱國歌</p> <ul style="list-style-type: none"> <li>- 於學生返學日子，每周舉行升旗儀式及奏唱國歌。</li> <li>- 組織升旗隊，並聘用外間機構加強訓練，以提升各隊員於每周升旗儀式的表現。</li> <li>- 於主要典禮及特別場合升掛國旗及奏唱國歌。</li> <li>- 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。</li> <li>- 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。</li> </ul>	<ul style="list-style-type: none"> <li>- 觀察學生反應</li> <li>- 活動檢討</li> </ul>	2023/24 全學年	<ul style="list-style-type: none"> <li>- 副校長 3</li> <li>- CMNSHE</li> <li>- 國安教育組</li> </ul>	<ul style="list-style-type: none"> <li>- 升旗隊</li> </ul>
人事管理	<p>持續監察執行員工聘任機制和程序的落實情況和成效</p> <ul style="list-style-type: none"> <li>- 學校於招聘時，若發覺應徵者操守有問題，會透過校長向保良局及教育局呈報，供局方作出跟進行動。</li> <li>- 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 7/2021 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。</li> <li>- 新聘的教師（包括新入職教師及轉校教師）已在《基本法及香港國安法》測試取得及格成績。</li> <li>- 加強員工管理，要求所有教職員細閱教育局公布的《教師專業操守指引》，讓他們知道教育局、學校以及社會對教師專業及操守的要求和期望，並依據《指引》做好教書育人的工作。提醒教師《指引》第二項準則「恪守法治」：守法守規。尊重當局及學校的合法權力。讓所有教職員正確理解《憲法》、《基本法》和《香港國安法》，自覺維護國家安全、社會秩序及公眾利益，履行社會責任和公民義務，積極支持及推廣國民教育，培養學生正確的國家觀念。</li> <li>- 向新入職員工講解及派發「保良局教職員行為守則」，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。並提醒教師應時刻秉持專業操守，以及違反專業操守的嚴重後果。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。</li> </ul>	<ul style="list-style-type: none"> <li>- 觀察員工日常工作表現</li> <li>- 若遇到應徵者操守有問題，均不予錄用，並向保良局及教育局呈報，以供局方考慮採取跟進行動</li> <li>- 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 7/2021 號所規定，向教育局呈報，以供局方考慮採取跟進行動</li> </ul>	2023/24 全學年	<ul style="list-style-type: none"> <li>- 校長</li> <li>- 副校長 1</li> <li>- 助理行政主任</li> <li>- 各部門主管</li> </ul>	<ul style="list-style-type: none"> <li>- 教育局通告</li> <li>- 相關法例條文</li> </ul>
	<ul style="list-style-type: none"> <li>- 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。嚴肅處理涉及教師專業失當的表現。對於經調查後成立的個案，學校跟參考《指引》的準則，依據《僱傭條例》、《資助則例》（資助學校</li> </ul>	<ul style="list-style-type: none"> <li>- 會議記錄文件</li> <li>- 年度考績報告</li> </ul>	2023/24 全學年	<ul style="list-style-type: none"> <li>- 校長</li> <li>- 副校長 1</li> <li>- 各部門主管</li> </ul>	<ul style="list-style-type: none"> <li>- 年度考績評量</li> </ul>





範疇	措施	評估方法	推行時間	負責人	所需資源
人事管理 (續)	適用)及與有關教師簽訂的僱傭合約的條款,採取適當的紀律行動。 - 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。				
	持續檢視外聘非教學人員的機制和程序 - 透過以購買服務形式聘用的非教學人員(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	2023/24 全學年	- 校長 - 助理行政主任 - 各部門主管	- 教育局通告
	持續鼓勵及安排教職員參加專業培訓 - 確保新入職教師及晉升教師按教育局的要求及指示,參加內地學習團,增加他們到內地考察的機會,讓他們親身體驗國家發展,加強培養學生國民身份認同的能力。 - 確保教職員接受適當的國家安全教育培訓,例如由教育局舉辦有關《憲法》、《基本法》及《香港國安法》的培訓課程,加深教師對香港的法治制度、一國兩制,以及國家安全的認識。 - 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	2023/24 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 - 認可培訓機構的培訓課程
教職員培訓	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: - 檢視及增潤相關學習領域/科目、德育、公民及國民教育,以及有關《憲法》和《基本法》等課程內容,讓學生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,鞏固學生對國情、中華文化,以及《憲法》和《基本法》的認識,從而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	2023/24 全學年	- 教務組 - 各科組 - CMNSHE - OLE	- 教育局提供的學與教資源
學與教	- 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。	- 課堂教學及教學材料能符合課程發展議會訂定的要求	2023/24 全學年	- 校長 2 - 教務組 - 教科組	- CDI 課程文件及評核指引

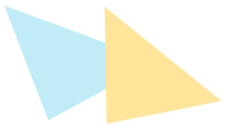


範疇	措施	評估方法	推行時間	負責人	所需資源
學與教 (續)	<ul style="list-style-type: none"> <li>- 清楚提醒教師，不得向學生宣揚個人政治立場或傳達扭曲的價值觀、發表煽動性的言論、在教材／學材上滲入偏頗／欠缺事實佐證／不符課程宗旨和目標的內容或資料，甚或直接或間接鼓動或默許學生參與校外政治活動等。這些行為均有違專業操守，不可接受。</li> </ul>				
	<p>強化校本監察機制</p> <ul style="list-style-type: none"> <li>- 定期檢視校內各學習領域、科目及跨學科學與教資源的內容和質素，確保校本課程的設計，以及選取或編訂的學與教資源（包括圖書館實體和電子版藏書、由校本設計／從外間訂購／為學生代訂的印刷和電子版本教科書、教學材料、網上閱讀平台及其他電子和網上學習資源，以及測考試卷）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，資料必須正確、完整、客觀和持平，並切合學生的程度和學習需要。</li> </ul> <p>建立素材庫</p> <ul style="list-style-type: none"> <li>- 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。</li> <li>- 各科組須將有關《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。</li> </ul>	<ul style="list-style-type: none"> <li>- 建立校本學與教資源素材庫</li> <li>- 各科會議記錄</li> </ul>	2023/24 全學年	<ul style="list-style-type: none"> <li>- 副校長 3</li> <li>- CMNSHE</li> <li>- 國安教育組</li> </ul>	<ul style="list-style-type: none"> <li>- 校本學與教資源</li> <li>- 外間提供的學與教資源</li> <li>- 檔案伺服器</li> </ul>
學生訓輔及支援	<p>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</p> <ul style="list-style-type: none"> <li>- 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。</li> <li>- 透過向教師提供與資訊素養相關的專業培訓，以加強他們對資訊素養的認識，協助引導學生以正確的態度運用資訊。</li> <li>- 根據校本訓輔政策，向學生清楚說明校方對他們日常行為的要求，幫助學生建立責任感、承擔和守法精神。</li> </ul>	<ul style="list-style-type: none"> <li>- 向學生說明行為要求</li> <li>- 學生能建立責任感、承擔和守法精神</li> </ul>	2023/24 全學年	<ul style="list-style-type: none"> <li>- GCD</li> <li>- DID</li> <li>- ICT</li> <li>- CMNSHE</li> </ul>	<ul style="list-style-type: none"> <li>- 正向教育工作坊</li> <li>- 資訊素養教師專業培訓</li> <li>- 周會</li> <li>- 早會</li> </ul>



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 (續)	<p>持續檢視懲處準則</p> <ul style="list-style-type: none"> <li>- 若個別學生出現違規行為，將採取合適的訓育與輔導方法，幫助他們改善，如情況嚴重或屢勸不改，則應予適當的懲處。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。</li> </ul>	<ul style="list-style-type: none"> <li>- 違規學生的行為能作出改善</li> </ul>	2023/24 全學年	<ul style="list-style-type: none"> <li>- 副校長 1</li> <li>- GCD</li> <li>- DID</li> </ul>	<ul style="list-style-type: none"> <li>- 學校社工</li> </ul>
家校合作	<p>持續與家長保持緊密溝通</p> <ul style="list-style-type: none"> <li>- 透過學校通告／家長日／家教會活動，與家長保持緊密溝通，尋求家長的支持、理解和配合，加強家校合作，讓家長與學校攜手促進學生有效學習及健康成長，成為守法守規的良好國民和公民。</li> <li>- 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、疏導子女負面情緒的心得和經驗。</li> <li>- 於親子旅行中，放入更多國家安全原素，讓更多家長認識國家安全。</li> </ul>	<ul style="list-style-type: none"> <li>- 家長支持、理解及配合學校的措施</li> <li>- 家長通告、親子講座/工作坊的參與度</li> </ul>	2023/24 全學年	<ul style="list-style-type: none"> <li>- 副校長 3</li> <li>- 班主任</li> <li>- 家教會</li> </ul>	<ul style="list-style-type: none"> <li>- 學校合作活動津貼</li> <li>- 工作坊</li> <li>- 親子旅行</li> </ul>





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