

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

2024-2025 School Year

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

School Name: SKH Lam Kau Mow Secondary School

Area	Measure(s)	Assessment Method	Implementation Timetable	Person-in-charge	Resources Required
School Administration	<ol style="list-style-type: none"> Update policies with community feedback and continuously improve practices. Incorporate national security education through interdisciplinary activities and review the learning materials regularly. Maintain a review mechanism to ensure the effective implementation of school-based guidelines for safeguarding national security. 	Reports from subject coordinators, year-end evaluation, questionnaires and teachers' observation	June 2025 Throughout the year	Mr. Chan Chung Leung (Principal) [Committee of NSE] Mr. Chan Ka Wai (VP) [NSE Committee for Formal Curriculum]	/ /

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School Administration	4. Organize and coordinate related learning activities regularly, including a form-period programme, assembly talks, related visits, and cultural activities for specific festivals. Provide ongoing support for teachers in carrying out these activities.	Feedback from stakeholders about the effectiveness of these learning activities	Throughout the year	Mr. Wong Tin Shing (VP) [NSE Committee for Informal Curriculum]	Funding to subsidize entry fees for the visits and speakers' fees, etc.
	5. Arrange flag-raising ceremonies regularly and educate students on appropriate etiquette before and during the ceremonies. 6. Arrange talks about national security education during the ceremonies, delivered by the principal, vice principals, and students.		Before and on flag raising days throughout the year	Ms. Chan Wai Man (VP) [NSE Committee for National Flag Raising]	Time resources (e.g., lesson time), national flag.
	7. Regularly review and refine strategies and contingency measures to prevent political activities from permeating the school.	Year-end evaluation	November 2024 Throughout the	Mr. Chan Chung Leung (Principal) [Crisis Management	/

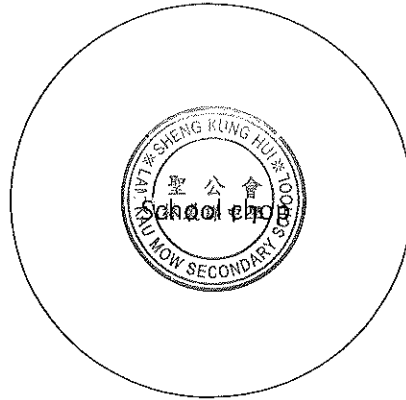
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	8. Continuously review and improve the school's mechanisms and procedures to ensure that activities held at school or under the school's name do not involve actions that endanger national security.		year	Committee]	
	9. Update the EDB guidelines regularly on implementing National Security Education and upholding teachers' professional ethics in the staff handbook.	Documents attached to the staff handbook	September 2024	Mr. Wong Tin Shing (VP)	/
	10. Review regularly the library collection to prevent dissemination of messages that threaten national security.	Report from the teacher librarian	Throughout the year	Ms. Chan Po Po (teacher Librarian)	/
	11. Keep the staff updated about the National Security Law and Education during staff meetings or through e-class messages.	Year-end evaluation	Throughout the year	Mr. Chan Chung Leung (Principal) [Committee of NSE]	Time resources (e.g., Staff meeting), speakers' fee

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	12. Review and refine the mechanisms and procedures for managing school premises to ensure that the activities held at school do not endanger national security.	Year-end evaluation	September 2024	Mr. Wong Tin Shing (VP)	/
Staff Professional Development and Staff Management	1. Encourage teachers to attend the seminars and workshops organized by the EDB on Basic Laws and National Security Education.	No. of staff attending these learning activities	Throughout the year	Ms. Lam Wing Yan [Staff Development Unit of Learning & Teaching Committee]	/
	2. Remind teachers to uphold professional ethics as outlined in the Code for the Education Profession and staff handbook, especially regarding safeguarding national security, during staff meeting.	These policies are briefed in a staff meeting	One of the staff meetings	Mr. Chan Chung Leung (Principal)	Time resources (e.g., Staff meeting), speakers' fee
Learning and Teaching	1. Infuse elements of National Education through the formal curriculum and life-wide learning activities.	Year-end evaluation	Throughout the year	Subject Coordinators	Time resources (e.g., collaborative

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	<p>2. Subject coordinators review the effectiveness of last year's implementation and make necessary adjustments.</p>	<p>Teachers' and students' feedback</p>	<p>Throughout the year</p>	<p>Subject Coordinators</p>	<p>lesson planning meetings).</p>
	<p>3. Organize talks, game stalls, visits to museums and historical sites, and quizzes on OLE day and during post-examination periods to promote Chinese culture and national identity.</p>	<p>Questionnaires</p>	<p>Throughout the year</p>	<p>Relevant subject coordinators, Co-curricular Activities Committee</p>	
	<p>4. Hold various Chinese culture activities to deepen students' understanding of Chinese culture and enhance their sense of belonging to the mainland.</p>	<p>Teachers' and students' feedback</p>	<p>Throughout the year</p>	<p>Mr. Mr. Kong Chi Ho [Chinese Culture Education Development Committee], Mr. Wong Tin Shing (VP) [NSE Committee for Informal Curriculum]</p>	

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	5. Monitor class teaching, textbooks, learning materials, and assessments closely for appropriateness and quality. 6. Keep a full set of worksheets, test papers, and examination papers for at least two years for inspection when necessary.	Class Observations, Review in subject meetings	Throughout the year	Principal, Vice-Principal, KLA coordinators and subject coordinators	/
Student Guidance, Discipline and Support	1. Refine school-based guidelines for handling incidents or students involving political propaganda, using previous experience and stakeholders' feedback. 2. Cultivate civic duties and virtues in students as good citizens through talks and Recognition Scheme.	Guidelines completed Year-end evaluation	June 2024	Ms. Chan Wai Man (VP) Mr. Lam Ming Hei [Discipline and Guidance Committee]	/
Home-school Cooperation	1. Provide parents with information related to National Security Education through letters at appropriate times. 2. Encourage the PTA to organize activities related to National Security Education at	Feedback collected from parents and the teachers concerned	Throughout the year	Mr. Chan Chung Leung (Principal) and PTA	/

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	various scales to strengthen students' sense of belonging and Chinese identity.				



Signature of supervisor: *Paulina Wong*

Name of supervisor: Ms. Wong Lai Fun, Paulina

Date: 24 OCT 2024