

Work Plan on Measures for Safeguarding National Security and National Security Education

To: Chief School Development Officer (**Sai Kung District**)

2022-2023 School Year

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

School Name: Po Leung Kuk Laws Foundation College

Area	Measure(s)	Assessment Method	Implementation Timetable	Person-in-charge	Resources Required
School administration	(1) The Core Team and the Working Group of Safeguarding National Security and National Security Education are established and updated.	Documents regarding the list of various school committees	September - November 2022/23	Principal	-
	(2) The Core Team and the Working group plan and formulate the related policy, coordinate the implementation of related measures among subject panels and functional teams, promote communication and collaboration among different stakeholders to strengthen students' virtue cultivation and the related work on guidance and discipline and formulate strategies and contingency measures to prevent political activities from permeating the school.	Work plan and policy developed	Throughout the year 2022/23	Core Team and Working Group of Safeguarding National Security and National Security Education	-

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	(3) The implementation of National Security Education is addressed in the first staff meeting before the commencement of the new school year.	Staff meeting minutes	August 2022	Principal	-
	(4) Major ordinances, regulations and school administration guides relating to school education and school administration and the National Security Law are addressed in the first staff meeting before the commencement of the new school year.	Staff meeting minutes	August 2022	Principal	-
	(5) Crisis management guidelines on National Security is revised to safeguard the school premises and people against issues endangering national security.	School crisis management handbook	September - November 2022/23	Vice Principals and Assistant Principals	-
	(6) The procedures on displaying National Flag, conducting a National Flag Raising Ceremony and playing and singing the National Anthem are established (Reference: EDB Circular No. 11/2021). Members of the Core Team of Safeguarding National Security and National Security Education are responsible for inspecting the proper way of raising and lowering the National flag.	Records and photos of National Flag Raising Ceremony	Every school day, Every Monday, 1 January, 1 July, 1 October and important school ceremonies	Core Team of Safeguarding National Security and National Security Education	-

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	<p>(7) School’s mechanism and procedures for organising activities to ensure that activities to be held under the name of the school (including student activities, extra-curricular activities, talks by external guest speakers, activities organised by alumni or parent-teacher associations for students, activities engaging outside instructors, etc.) are refined so that all of the activities do not involve acts and activities that endanger national security.</p> <p>(8) School’s mechanism and procedures for management of school premises (including the hiring out of school facilities and regular review of the library collection) are refined to ensure the school activities will not involve acts or activities that endanger national security.</p>	<p>Observation of the specific guidelines about the mechanism and procedures for organising activities without any acts and activities that endanger national security</p> <p>Observation of the specific guidelines about the mechanism and procedures for management of school premises</p>	<p>September - November 2022/23</p> <p>September - November 2022/23</p>	<p>Core Team of Safeguarding National Security and National Security Education</p> <p>Core Team of Safeguarding National Security and National Security Education</p>	<p>-</p> <p>-</p>
Staff management	(1) Staff handbook is revised to include the necessary role of teachers and non-teaching staff in the support of the implementation of the National Security Law.	Observation of the updated items in the staff handbook	September - November 2022/23	Core Team of Safeguarding National Security and National Security Education	-

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	(2) The recruitment procedures are revised to include the agreement that candidates of teaching and non-teaching posts show support on the implementation of the National Security Law. EDB circulars regarding the National Security are attached with interview forms that candidates are required to read.	Recruitment documents include the appendices regarding EDB circulars of National Security	Throughout the year 2022/23	General Office	-
Staff training	<p>(1) All teaching staff should formulate a plan to study EDB courses about National Security Law and Basic Law.</p> <p>(2) School-based workshops about the knowledge of National Security Law for non-teaching staff are held.</p> <p>(3) Important documents and publications related to National Security Law and Basic Law are displayed in Principal's office, Staff Room, General Office, Library and public places in the school.</p> <p>(4) External speakers are invited to give talks or workshops related to National Security Law or National Security Education for teachers.</p>	<p>Staff development plan in appraisal form</p> <p>Evaluation report of the workshops</p> <p>Display of the important documents and publications</p> <p>Evaluation reports of the talks or workshops</p>	<p>During the appraisal period in the school term</p> <p>Throughout the year 2022/23</p> <p>Throughout the year 2022/23</p> <p>Throughout the year 2022/23</p>	<p>Principal</p> <p>Core Team of Safeguarding National Security and National Security Education</p> <p>Core Team of Safeguarding National Security and National Security Education</p> <p>Staff Development Committee</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p>

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	(5) Teachers are encouraged to attend EDB's courses related to National Security Law or National Security Education.	Teachers' attendance rate on EDB's courses related to National Security Law or National Security Education	Throughout the year 2022/23	Staff Development Committee	-
Learning and teaching	(1) The National Flag is displayed on each school day and flag-raising ceremony is held in the morning assembly every Monday.	Display of the National Flag and frequency of flag-raising ceremony	Every school day	Values Education Committee	-
	(2) All subjects should study and follow the suggestions and instructions of the curriculum framework of National Security Education set by EDB.	Inspection of subject documents	September - December 2022/23	Heads of Subject Departments	-
	(3) Scheme of work of each subject should display how the curriculum framework of National Security Education is implemented.	Inspection of Scheme of work by Department Heads	Throughout the year 2022/23	Heads of Subject Departments	-
	(4) Department Heads should set up a team to review all teaching and learning materials related to National Security Education from time to time.	Inspection report on the review procedures and results	Mid January 2022 and Late June 2023	Heads of Subject Departments	-
	(5) Lesson observation exercise is adopted to study the implementation of the curriculum framework of National Security Education.	Centralized records of lesson observation	Throughout the year 2022/23	Heads of Subject Departments	-
	(6) All documents including meeting	Inspections done by Core	Throughout the	Core Team of	-

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	<p>minutes, Scheme of work and teaching and learning materials are saved in a common folder in the school server for inspection.</p> <p>(7) Our school joins EDB's Sister School Scheme to promote connections and exchange with secondary schools in China.</p> <p>(8) The Senior Secondary Subject Citizenship and Social Development is implemented.</p> <p>(9) Mainland Study Tours of the Subject of Citizenship and Social Development is organized.</p>	<p>Team of Safeguarding National Security and National Security Education</p> <p>Connections and exchange tours with secondary schools in China</p> <p>Evaluation report on the implementation of the Senior Secondary Subject Citizenship and Social Development</p> <p>Evaluation report on the mainland study tours</p>	<p>year 2022/23</p> <p>Throughout the year 2022/23</p> <p>Throughout the year 2022/23</p> <p>Throughout the year 2022/23</p>	<p>Safeguarding National Security and National Security Education</p> <p>Exchange Committee</p> <p>Board of Social Science</p> <p>Board of Social Science and Exchange Committee</p>	<p>Grant for the Sister School Scheme (EDB Circular No. 9/2018)</p> <p>One-off Grant for Supporting the Implementation of the Senior Secondary Subject Citizenship and Social Development</p> <p>Support and coordination work by EDB</p>
Student guidance, discipline and support	(1) Our school-based life education curriculum is revised to strengthen the senses of belonging to the country and national identity and values of being good	Curriculum documents of Life Education	Throughout the year 2022/23	Teachers of Life Education	-

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	law-abiding citizens. (2) Values Education Committee develop learning activities for students so that they can be enriched to develop a sense of belonging to the country, an affection for the Chinese people and a sense of national identity. (3) Pastoral Care Board and Values Education Committee promote the activities jointly organized by the EDB and Security Board according to EDB Circular no. 174/2022.	Activity reports Activity reports and students' attendance rates	Throughout the year 2022/23 Throughout the year 2022/23	Values Education Committee Pastoral Care Board	- -
Home-school cooperation	(1) Students and parents are encouraged to actively participate in different learning events related to National Security on National Security Education Day. (2) Parents are encouraged to attend seminars related to National Security organized by EDB, Security Board or other Government parties. (3) Parent-Teacher Association organizes some activities to encourage parents and students to enrich knowledge of National Security.	Reports on the learning events Activity reports Activity reports	Throughout the year 2022/23 Throughout the year 2022/23 Throughout the year 2022/23	Values Education Committee and Parent-Teacher Association Values Education Committee and Parent-Teacher Association Values Education Committee and Parent-Teacher Association	- - -
Others	(1) Students are encouraged to participate in public competitions and seminars organized by Hong Kong Government to promote National Security. (2) Some school-based activities are	Interviews with students Participation of students	Throughout the year 2022/23 Throughout the	Values Education Committee Values Education	- -

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	organized to promote National Security Education.	in the activities	year 2022/23	Committee	