

To: Chief School Development Officer ( Central & Western District )

**2023-2024 School Year**

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

School Name: St. Louis School

Area	Measure(s)	Assessment Method	Implementation Timetable	Person-in-charge	Resources Required
1. School administration	1.1 Board of School Improvement continues to take charge of the work on safeguarding national security and national security education: <ul style="list-style-type: none"> <li>a. to plan and formulate the related policy;</li> <li>b. to assist and monitor the implementation of related measures (e.g. staff training, etc.)</li> <li>c. to coordinate the implementation of related measures among subject panels and functional teams;</li> <li>d. to promote communication and collaboration among different stakeholders to strengthen students' virtue cultivation and the related work on guidance and discipline;</li> <li>e. to formulate strategies and contingency measures to prevent political activities from permeating the school; and</li> <li>f. to report the progress to the school</li> </ul>	Observation, relevant documents collection and scrutiny	2023/24 whole school year	Principal	/

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	governance authority on a regular basis				
	1.2 Maintain and enforce the mechanism and procedures for management of school premises (including the hiring out of school facilities and regular review of the library collection) to ensure the school activities will not involve acts or activities that endanger national security	Observation, relevant documents collection and scrutiny	2023/24 whole school year	Principal	/
	1.3 Maintain and enforce the mechanism for regular review of learning and teaching materials in various key learning areas / subjects and inter-disciplinary teams, learning activities (e.g. exchange programs, etc.)	Observation, relevant documents collection and scrutiny	2023/24 whole school year	Principal and Vice Principal (Learning & Teaching)	/
	1.4 Maintain and enforce the mechanism and procedures for organizing school activities to ensure that the activities to be held (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.) do not involve acts and activities that endanger national security	Observation and event evaluation	2023/24 whole school year	Principal and Vice Principal (Student Support and School Ethos)	/
	1.5 Maintain and enforce the mechanism and procedures for organizing flag raising ceremonies	Observation, relevant documents collection and scrutiny	2023/24 whole school year	Head of Moral and Civic Education Team	/

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2. Staff management	2.1 Continue enforcing the mechanism to handle appointment matters in accordance with the Employment Ordinance, the Education Regulations, other relevant laws and employment contracts, as well as the Codes of Aid and relevant guidelines issued by the EDB, including EDB Circular no. 3/2020 on Measures for Strengthening the Protection of Students: Appointment of Teaching and non-teaching Staff in Schools.	Observation	2023/24 whole school year	Principal and Head of Staff Recruitment and Deployment Team	/
	2.2 The importance of adherence to professional conducts and the role of teachers in cultivating virtues among students and maintaining a safe and orderly environment that facilitate students' effective learning and healthy development will be emphasised to all staff:  a. all teachers will be reminded to adhere to professional conducts during the General Staff Meetings by the Principal;  b. an induction will be given to all new teachers before the new academic year. Code of ethics, the roles of teachers etc. will be explained by the School Supervisor and the Principal;  c. relevant documents or circulars will be circulated among staff from time	Observation, staff appraisal, relevant documents collection and scrutiny	2023/24 whole school year	Principal and Head of Staff Induction, Development & Appraisal Team	/

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	<p>to time;</p> <p>d. relevant expectations and request will be explained to all external service providers;</p> <p>e. matters related to the job performance and conduct of school staff will be followed up, in accordance with the school-based staff management and appraisal system timely and duly</p>				
3. Staff training	<p>Provision of continuous professional training opportunities to all staff members to strengthen their understanding on national security (including the legislative background, provisions, significance etc. of the National Security Law, recent development of the motherland and relevant information):</p> <p>a. staff development day will be used to reinforce staff's recognition of their duty and professionalism.</p> <p>b. information of training courses/ programs organised by the EDB on national security / law, Basic Law, recent development of the motherland will be circulated to ensure colleagues are well informed of those training opportunities.</p>	Statistics of CPD records	2023/24 whole school year	Principal and Head of Staff Induction, Development & Appraisal Team	Time resources (e.g. Staff Development Day), speakers' fee

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4. Learning and teaching	<p>4.1 Continue strengthening Basic Law and National Security education, understanding of the rule of law and national conditions as well as positive values and attitudes for both the formal and informal curricula by various key learning areas / subjects and inter-disciplinary teams, teachers in charge of learning activities, etc.:</p> <ul style="list-style-type: none"> <li>a. formal curricula with enhanced elements related to the concept of national security will continue to be implemented by departments concerned;</li> <li>b. inculcation of positive values will be done through Class Teacher's Periods, Morning Assemblies, General Education lessons etc.</li> <li>c. extra-curricular activities that are relevant to the recent development of the motherland, traditional Chinese culture, Basic Law, National Security law, etc. will be held by different subject groups;</li> <li>d. students will be encouraged to participate in activities and competition organized by reputable organizations such as Endeavour Education Centre Limited (勵進教育中心) to increase their understanding and awareness of the recent development of the motherland, traditional Chinese culture, Basic Law, National Security law, etc.</li> </ul>	Evaluation by Subject Panels / Special Duties concerned	2023/24 whole school year	Head of Subject Panels, Team head of Special Duties, and class teachers	Time resources (e.g. collaborative lesson planning meetings), class teacher's period

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	<p>4.2 Continue reviewing and enriching the curriculum contents of relevant key learning areas/subjects according to the newly-released curriculum documents of national security education in school curriculum:</p> <p>a. any meetings, lessons, or teaching activities related to the National Security issue should be marked and written in the minutes/subject evaluation report of all subject panels;</p> <p>b. Board of Learning and Teaching takes charge of the quality and review of the suitability of learning materials;</p> <p>c. to have regular review of library collection</p>	Relevant documents collection and scrutiny	2023/24 whole school year	Vice Principal (Learning & Teaching) and Teacher Librarian	/
	4.3 Continue setting up the mechanism of archiving the school-based learning and teaching materials related to Constitution, Basic Law and national security education for retention of two years	Relevant documents collection and scrutiny Statistics of materials collected	2023/24 whole school year	Vice Principal (Learning & Teaching) and School Executive Officer	/
	4.4 Provision of clear guidelines to all teaching staff on the importance of upholding professional conducts such as the importance for teachers to refrain from promoting personal political views or twisted values to students, making seditious remarks, incorporating into teaching/ learning material content or information that is biased/	Observation	2023/24 whole school year	Vice Principal (Learning & Teaching)	/

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	unsubstantiated/ inconsistent with the aims and goals of the curriculum, etc.				
5. Student guidance, discipline, and support	<p>5.1 Provision of clear guidelines to all parents and students about school's expectation on students' moral standard and behaviours:</p> <ul style="list-style-type: none"> <li>a. expected students' moral standard and behaviours will be shared with S1 parents in S1 Orientation Day;</li> <li>b. morning assemblies and Class Teachers' Period will be used to implement the school-based values education curriculum across all forms to nurture in students positive values that are associated with Christianity, value education, traditional Chinese culture and the school's students attributes such as respect, thanksgiving, perseverance, etc.</li> <li>c. an award scheme would be introduced to promote positive behaviors and discipline</li> </ul>	Observation, feedbacks from S1 class teachers, And evaluation by Special Teams concerned	2023/24 whole school year	Discipline Master, Guidance Mistress, Head of Evangelisation & Spiritual Formation Team, Committee of Moral and Civic Education Team and social workers	/
	5.2 Enhance communication and support among a circle of key personnel such as junior form teachers, Head of Discipline Team, Guidance Team, Student Support Team, Pastoral Care Team, social workers to share information, consider issues of common concern, provide concrete support for each other and recommend actions in agreed areas to provide more	Observation, and Evaluation by Special Teams concerned	2023/24 whole school year	Vice Principal (Student Support and School Ethos)	/

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	holistic support to students: a. Junior Form Teachers Meeting will be held every semester				
	5.3 Collaboration among different functional groups to further inculcate virtues such as national identity, responsibility, self-discipline, law-abidingness, etc. a. talks / learning activities by external parties will continue be organized to instill positive values in General Education lessons.	Observation, and Evaluation by Special Teams concerned	2023/24 whole school year	General Education coordinator	Time resources (Allocation of General Education lessons) and speakers' fee
	5.4 Enhance positive education with a view to helping students become good citizens who observe rules and laws and national identity: a. promotion of national study tours b. formation of sister school scheme; c. promotion of life-planning information or activities involving Mainland universities; d. participation in Flag-raising competition/ Foot drill organized by the uniform competition groups and disciplinary forces	All relevant activities evaluation	2023/24 whole school year	Vice Principal (Student Support and School Ethos), and Scout leaders	/
6. Home-school cooperation	6.1 Continue enhancing home-school cooperation by organising parent education activities to enhance the cultivation of positive values among students with the same rationale at	Observation of activities Activities evaluation	2023/24 whole school year	Pastoral Care Master	Subsidy for Home-School Co-operation Activities



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	home and at school				
	6.2 Continue informing parents of related information through various channels to help students become good nationals and citizens who observe rules and laws	Observation	2023/24 whole school year	Class teachers and Pastoral Care Master	/