

True Light Girls' College
Work Plan on Measures for Safeguarding National Security and National Security Education
2023-2024

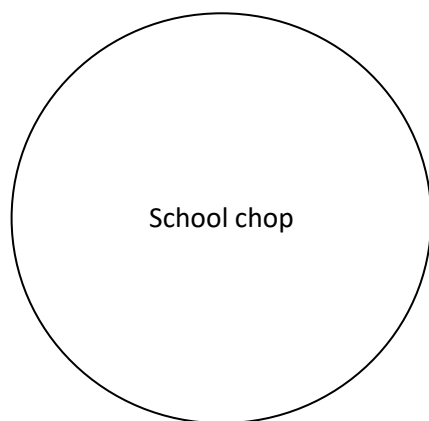
Committee/ Subject	Measure(s)	Assessment Method	Implementation Timetable	Person- in-charge	Resources Required
1. School Administration	(a) Devise strategies and policies related to safeguarding national security and national security education. Scrutinises the policies and make necessary recommendations to facilitate the implementation of National Security Education in future.	- Meeting minutes	Throughout the year	School Management	
	(b) Coordinate and oversee the work of various subject panels and functional groups to implement the policies.	- Questionnaire	Throughout the year	Head of National Security Education Committee	
	(c) Ensure the use of school premises, including the hiring out of school facilities for organising activities do not involve acts or activities that endanger national security.	- Event evaluation - Observation	Throughout the year	School Executive Officer and Head of National Security Education Committee	
	(d) Refine the mechanism for campus patrol to ensure the display of words or objects within the campus, including decorations, posters, leaflets, books and publications in the library, do not involve contents that endanger national security.	- Check relevant records	Throughout the year	School Management	
	(e) Review and refine the school's mechanism and procedures for organising school activities and make known to all activity-in-charge so as to ensure the activities organised in the name of the	- Check Teachers' Handbook - Check Students' Activity Handbook	Throughout the year	Head of Life-wide Learning Committee	

	school do not involve any acts and activities that endanger national security				
	(f) Enrich students' understanding of the history and development of our country and enhance their sense of national identity according to their cognitive development and ability through a whole-school approach.	<ul style="list-style-type: none"> - Check relevant documents - Activity report 	Throughout the year	Heads of Committees and Subject Panels	
	(g) Arrange students to participate in national education activities at the inter-school, territory-wide levels or national levels.	<ul style="list-style-type: none"> - Activity report - Questionnaire 	Throughout the year	Head of National Security Education Committee and Head of Civic Education Committee	
	(h) Arrange flag raising ceremony weekly, on important days and special occasions with "Speech under national flag" so as to nurture students' sense of national identity.	<ul style="list-style-type: none"> - Questionnaire - Observation 	Throughout the year	Head of National Security Education Committee	
2. Staff management	(a) Enable staff to understand and familiarise themselves with legislative background, provisions, significance, etc. of the National Security Law as well as relevant information disseminated by the Government through teacher circulars, staff meetings, talks or seminars.	<ul style="list-style-type: none"> - Check relevant records - Meeting minutes 	Throughout the year	Head of National Security Education Committee	
	(b) Through procurement of services to specify that job performance and conduct of non-teaching staff (including specialist staff such as school social workers, educational psychologists, speech therapists, coaches and instructors of interest classes, etc.) should comply with the requirements of the school, and to require the	<ul style="list-style-type: none"> - Observation - Check related documents 	Throughout the year	School Executive Officer and Teachers-in-charge of Procurement Working Group	

	service provider to follow up in case of misconduct of the staff concerned.				
	(c) Clearly convey to all staff the school's requirements and expectations in respect of their job performance and conduct, including the obligation to abide by the law and observe the code of conduct acceptable by the society and timely and duly.	- Meeting minutes - Check Teachers' Handbook	Throughout the year	School Management	
	(d) Remind teachers of the need for upholding professional ethics at all times.	- Meeting minutes	Throughout the year	School Management	
	(e) Timely and duly follow up on matters relating to the job performance and conduct of school staff in accordance with the school-based staff management and appraisal system.	- Check relevant document and reports	Throughout the year	School Management	
3. Staff training	(a) Arrange staff development programme to enhance teachers' understanding of National Security Education.	- Questionnaire	Second Term	Head of Staff Development Committee	
	(b) Arrange an induction programme for all newly joined staff in which code of ethics, roles of teachers and schools' requirements will be clearly explained.	- Questionnaire	August 2023	Head of Staff Development Committee	
	(c) To inform teaching and non-teaching staff of the professional development activities related to national security organised by EDB on National Security Education and encourage them to take part in these course or activities.	- Check relevant document and reports - Number of Participants	Throughout the year	Head of Staff Development Committee	

4. Learning and teaching	(a) Review and enrich the contents of relevant key learning areas/ subjects, Moral, Civic and National Education, Constitution and Basic Law Education, etc. so as to promote among students a clear understanding of the importance of national security as well as legislative background, provisions significance, etc, of the National Security Law.	<ul style="list-style-type: none"> - Learning and teaching materials - Check teaching schedule 	Throughout the year	Head of Academic Committee and Subject Panels	
	(b) Remind teachers that they should not promote personal political views or twisted values to students, make seditious remarks, incorporate into learning and teaching materials content or information that is biased / unsubstantiated / inconsistent with the aims and goals of the curriculum or even directly or indirectly instigate or tacitly support students to participate in political activities outside schools, etc.	<ul style="list-style-type: none"> - Meeting minutes 	Throughout the year	Head of National Security Education Committee, Head of Academic Committee and Subject Panels	
	(c) Strengthen the monitoring mechanisms for regular review of the content and quality of learning and teaching so as to ensure that they are in line with the curriculum aims, goals and coverage prescribed by the Curriculum Development Council for different key learning stages to suit students' abilities and learning needs.	<ul style="list-style-type: none"> - Lesson observations - Homework Inspection - Selection of textbooks - Check tests and examinations papers 	Throughout the year	School Management, Head of Academic Committee and Subject Panels	
	(d) Archive the school-based learning and teaching materials related to Constitution, Basic Law and national security education and impose a requirement for retention of three years.	<ul style="list-style-type: none"> - Check school-based learning and teaching materials 	Throughout the year	Head of Academic Committee and Subject Panels	

5. Student guidance, discipline and support	(a) Convey to students the basic requirements for their day-to-day behaviour and help them to develop a sense of responsibility, commitment and law-abidingness through discussions and activities.	- Assembly records - Class Period records - Questionnaires - Activity records	Throughout the year	Head of Guidance and Discipline Committee	
	(b) Review and refine the procedures of handling incidents/students involving political propaganda in schools.	- Check relevant document	Throughout the year	Head of Guidance and Discipline Committee	
6. Home-school cooperation	(a) Organise home-school cooperation, parent-child or parent education activities to enhance the cultivation of positive values and healthy lifestyles among students.	- Activity evaluation - Questionnaires	Throughout the year	PTA Coordinator	
	(b) Organise at least one activity relating to national education for parents.	- Activity evaluation - Questionnaires	Throughout the year	Head of National Security Education and PTA Coordinator	
	(c) Provide parents with information related to national security education.	- Check relevant document and records	Throughout the year	Head of National Security Education	



Signature of supervisor: _____

Name of supervisor: _____ Rev. Chan Chi Kin _____

Date: _____