

To: Chief School Development Officer (Wanchai)

Annual Report on Measures related to Safeguarding National Security and National Security Education 2022–2023 School Year

School Name: Sheng Kung Hui Tang Shiu Kin Secondary School

Area	Measure(s)	Implementation Situation	Effectiveness and Reflection
1. School Administration	<p>1.1 The working group on safeguarding national security and national security education (NSE) will assist the school:</p> <p>(1) to continue to coordinate the implementation of related measures among subject panels and functional teams;</p> <p>(2) to continue to promote communication and collaboration among different stakeholders to strengthen students' virtue cultivation and the related work on guidance and discipline;</p> <p>(3) to continue to upload relevant documents to the NSE folder on the school server for all staff's reference;</p> <p>(4) to continue the arrangements for (i) displaying the national flag daily and (ii) holding weekly flag-raising ceremonies, as well as on important and special occasions, at which the national anthem will be played and sung.</p>	<p>The working group formulated a work plan and related policy on various areas to safeguard national security and national security education.</p> <p>(1) The implementation of related measures among subject panels and functional teams was well coordinated.</p> <p>(2) Communication and collaboration among different stakeholders were promoted.</p> <p>(3) Teachers were reminded of the strategies and contingency measures stated in Staff Manual. E.g. - (Section A5d) Guidelines on ensuring that the content of all materials for board display is positive, healthy, and does not contain any political ideology or views. - (Section E3e) Examples of involving political propaganda and suggested ways of handling were provided for teachers.</p>	<p>The plan and related policy were implemented accordingly.</p> <p>(1) Subject panels and functional teams were well aware of and implemented related measures on safeguarding national security and national security education. The school-based learning and teaching materials related to Constitution & Basic Law education and national security education were reviewed, archived and retained for relevant key stages of learning for at least two school years.</p> <p>(2) Students' virtue cultivation and the related work on guidance and discipline were strengthened.</p>

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		<p>(4) Special guidelines were provided to external service providers on safeguarding national security. When signing the contract with the school, they are required to sign on another form stating that they will comply with the guidelines.</p> <p>(5) Relevant documents are stored in the NSE folder in the Google Drive for staff reference.</p> <p>(6) Arrangements were made for (i) displaying the national flag daily and (ii) holding weekly flag-raising ceremonies, as well as on important and special occasions, at which the national anthem was played and sung.</p>	<p>(3) Political activities were prevented from permeating the school with the formulated strategies and contingency measures.</p> <p>(i) The guidelines for external service providers on safeguarding national security and the application form for outside rentals, which require applicants to comply with all legal requirements, were stored in the NSE folder in the Google Drive for staff reference.</p> <p>(ii) The forms stating the guidelines on safeguarding national security, which were signed by external service providers, were kept by the school office as records.</p> <p>(4) Our staff could refer to the relevant documents when necessary.</p> <p>(5) The flag-raising activities helped students increase their sense of national identity.</p> <p><u>Way Forward</u> To purchase an extra flagpole and place it in the hall.</p>

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	<p>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.</p> <p>(1) The teacher librarian will examine new library collections to safeguard national security.</p> <p>(2) The venue hiring application form with special guidelines on safeguarding national security will continue to be used by external organizations.</p>	<p>The mechanism and procedures for management of school premises were maintained and enforced.</p> <p>The library collections were reviewed and examined.</p> <p>Special guidelines on safeguarding national security were added to the venue hiring application form and used by external organizations.</p>	<p>Books and magazines that were considered as inappropriate were removed from the school library.</p> <p>People from external organizations who hired our school premises and users of the school venues were aware of and abided by the guidelines on safeguarding national security.</p> <p>The venue hiring application form for external organizations has been stored in the NSE folder in the Google Drive for staff reference.</p>
	<p>1.3 Maintain and enforce the school's mechanism and procedures for organizing activities to be held under the name of the school to ensure that they do not involve acts or activities that endanger national security. These activities include:</p> <p>(1) student activities and extra-curricular activities (special guidelines on safeguarding national security to be added to the duties of club/interest group advisors and house masters/ mistresses in the Staff Manual)</p>	<p>The school's mechanism and procedures for organizing activities to be held under the name of the school were maintained and enforced.</p> <p>Special guidelines on safeguarding national security were added to:</p> <p>(1) Section D3b and D3c of the Staff Manual for all staff information; and</p> <p>(2) letters sent to external guest speakers concerning the talks they would give to our students.</p>	<p>No acts or activities that endanger national security were involved in activities held in school.</p> <p>The external guest speakers in the morning assembly, sports coaches, music instructors, etc. were reminded about the special guidelines on safeguarding national security before holding talks or organizing activities for students.</p>

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	<p>(2) talks by external guest speakers</p> <p>(3) activities organized by Alumni Association or Parent-teacher Association (PTA) for students and those engaging external instructors.</p>		<p>All staff members were aware of the special guidelines regarding safeguarding national security when conducting talks or organizing activities for students.</p> <p><u>Way Forward</u> The Alumni Association, the PTA and the Careers Committee will be reminded to be aware of safeguarding national security when organizing activities that involve external guest speakers or instructors or alumni as mentors.</p>
2. Staff Management	<p>2.1 Handling of appointment matters</p> <p>Continue to enforce the mechanism to handle appointment matters in accordance with the Employment Ordinance, the Education 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.</p>	<p>When handling appointment matters, our school maintained and enforced the mechanism closely in accordance with the requirements of the EDB. For example, we invited existing contract staff to take the Basic Law and National Security Law Test (BLNST).</p>	<p>The teachers concerned were well aware of the requirements of the EDB.</p> <p>All the newly appointed teachers passed the BLNST. The existing contract staff were invited to take the test as well.</p>

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	<p>2.2 Reinforcement of school requirements and expectations</p> <p>(1) Keep the professional ethics of teachers in the Staff Manual to further reinforce the school requirements and expectations of teachers in order to maintain a peaceful and orderly school environment and atmosphere, to help students develop correct values and a sense of national identity, and to facilitate their learning and healthy development.</p> <p>(2) 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 timely and duly.</p> <p>(3) Continue the Mentoring Program for new teachers in order to enhance and strengthen the new teachers' understanding of school requirements and expectations, including the implementation of the National Security Law.</p>	<p>The professional ethics of teachers are included in Section A4a of the Staff Manual.</p> <p>At the beginning-of-term staff meeting, the school requirements and expectations of teachers to maintain a peaceful and orderly school environment and atmosphere were further reinforced.</p> <p>No follow-up work was needed.</p> <p>The two-year Mentoring Program for new teachers was refined.</p>	<p>All teachers, including the newly appointed ones, were aware of the requirement of the professional ethics stated in the Staff Manual.</p> <p>Teachers shared the mission of helping students to develop correct values and a sense of national identity and facilitating their learning and healthy development.</p> <p>All staff followed the school requirements closely and met the expectations of the school management.</p> <p>New teachers had a thorough understanding of the school requirements and expectations, including the implementation of the National Security Law.</p>

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3. Staff training	3.1 Continue to ensure teaching staff receive appropriate training on national security education.	<p>Teachers were encouraged to make good use of various resources such as materials and videos recommended by the Education Bureau. They were required to watch the videos about national education in advance, and then led the students to discuss and understand the importance of maintaining national security on the National Security Education Day.</p> <p>Various topics and issues were discussed during the Staff Development Days, including the Principal's sharing of teachers' professional roles and ethics, different teaching issues and National Security Education, so as to enhance teachers' knowledge and teaching in national education.</p> <p>The Principal also shared articles with teachers on the theme of values education and national education for professional development occasionally.</p> <p>Teachers were encouraged to attend professional development programs or activities to ensure the staff receive appropriate training on national security education.</p>	<p>Teachers agreed that after watching the videos about national education, they had a deeper understanding and led the students to discuss more in-depth and specific issues of national security.</p> <p>Teachers found the information useful. They would uphold professional ethics, abide by the law and observe the code of conduct acceptable to society in order to live up to society's expectations on their ethics and professions.</p> <p><u>Way Forward</u> Training, workshops or talks on the Basic Law and the National Security Law would also be explored.</p> <p>Many teachers attended various seminars related to the Basic Law or the National Security Law organized by the Education Bureau. They acquired a correct understanding of the National Security Law and their knowledge of national security was enhanced.</p>

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	<p>3.2 Continue to implement the school-based guidelines for non-teaching staff to ensure their job performance and conduct comply with relevant requirements, including those for prevention of and stopping activities that are in breach of the Basic Law, the National Security Law and other laws.</p>	<p>The school-based guidelines on safeguarding national security were provided for non-teaching staff (including specialist staff such as school social workers, educational psychologists, speech therapists, coaches, instructors of interest classes, etc.).</p> <p>After reading the guidelines, all the external service providers signed to indicate that they agreed to the guidelines and would comply with them.</p>	<p>All non-teaching staff were fully aware of the school-based guidelines and followed them closely.</p>
<p>4. Learning and teaching</p>	<p>4.1 Enrichment on the curriculum contents of relevant key learning areas (KLAs) / subjects, Moral, Civic and National Education, Constitution and Basic Law education, etc.</p> <p>(1) Continue to adopt a “multi-pronged and coordinated” approach to promoting national security education holistically through related Key Learning Areas/subjects, values education (including Moral, Civic and National education), as well as learning activities within and beyond the classroom.</p>	<p>To promote national security education, a wide range of inter-class and life-wide learning activities were organized by the Civic Education Team, subject panels and functional groups.</p> <p>- The school joined the following NSE competitions:</p> <ul style="list-style-type: none"> • 2022 National Day Online Quiz Competition • 2022 National Constitution Day Online Quiz Competition • 2023 National Security Online Quiz Competition • 2023 國家安全寫作比賽 	<p>The school has adopted a “multi-pronged and coordinated” approach to promoting national security education holistically.</p> <p>The school will continue to implement and promote national education through organic integration, natural connection, diversified strategies, mutual coordination, as well as learning within and beyond the classroom.</p>

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	<p>(2) Based on the Curriculum Frameworks of National Security Education and the teaching resources provided by the EDB, which illustrate the learning and teaching foci of NSE in different subjects, the elements of national security education will continue to be integrated into the curriculum contents of various subjects whenever appropriate in order to enhance students' sense of national identity and strengthen students' understanding of the rule of law, national conditions, and enable them to understand the importance of national security.</p>	<ul style="list-style-type: none"> - To enrich students' understanding of our country's conditions and national security, senior form students completed reading assignments under the "National Security Education Summer Self-learning Materials" prepared by the EDB. - A series of activities were held in April 2023 to enhance students' understanding of national security and national education. <ul style="list-style-type: none"> • Video playing during the recess • National Security Education Day Book Display • Chinese Cultural Heritage Model Display • Quiz Corner on Tangible Cultural Heritage and the concept of cultural security • Chinese Cultural Heritage Model and Book Display on Chinese Architecture and Culture in the Library - Various class learning activities, such as games, quizzes, slogan competition, model making and Mainland Study Tour, which were related to different domains of 	<p>All relevant subject departments have incorporated appropriate elements of national security education in their curricula.</p> <p>Students have a better understanding of the importance of national security.</p>

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		<p>National Security, national education and the Basic Law were conducted during Life and Society, Citizenship & Social Development and Liberal Studies lessons.</p> <ul style="list-style-type: none"> - The Civic Education Team promoted a wide range of programmes and activities including forming a team of Basic Law Ambassadors. <p>The elements of national security education have been integrated into the curriculum contents of various subjects based on the Curriculum Frameworks of National Security Education and the teaching resources provided by the EDB.</p>	
	<p>4.2 Continue to reinforce the school requirements and expectations on teaching</p> <p>Keep the “Professional Ethics” of staff in the Staff Manual that all staff should not promote personal political views or twisted values to students, make seditious remarks, incorporate into teaching/ learning materials content or information that is biased/ unsubstantiated/ inconsistent with the</p>	<p>The “Professional Ethics” of teachers was still included in the Staff Manual and stored in the Google Drive for teachers’ reference.</p>	<p>All teachers understand thoroughly the requirements stated in the “Professional Ethics” and act in accordance with this.</p> <p>When preparing teaching materials or exam papers, teachers have been cautious not to include any resource materials that are biased/ unsubstantiated/ inconsistent with the aims and goals of the curriculum.</p>

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	<p>aims and goals of the curriculum, or even directly or indirectly instigate or tacitly support students to participate in political activities outside schools, etc.</p>		
	<p>4.3 Continue to implement the school-based monitoring mechanism for regular review of the content and quality of learning and teaching resources in various KLAs/ subjects and across different subjects</p> <p>(1) Continue to remind relevant subject departments and functional groups to review and archive the school-based learning and teaching materials related to Constitution and Basic Law education and national security education.</p> <p>(2) Continue to remind relevant subject departments to retain such materials for relevant key stages of learning for at least two school years so that the materials can be made available to the SSB, school management or the EDB for inspection on a need basis.</p>	<p>Relevant school-based learning and teaching materials related to Constitution and Basic Law education and national security education have been reviewed and developed. The school has also instructed relevant departments and functional groups to retain such materials for at least two school years.</p>	<p>All relevant subject departments and functional groups followed the instructions of the school to review their learning and teaching materials and retain relevant materials accordingly.</p> <p><u>Way Forward</u> Teachers will be reminded to refer to the updated teaching and learning materials on Constitution, Basic Law, national education and national security education.</p>

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5. Student guidance, discipline and support	5.1 Through the principal's sharing and the activities from Moral, Civic & National Education (MCNE) Committee, the school will continue to remind students to accord priority to personal safety at all times and, with due regard to the well-being of themselves and the care of their family members, refrain from participating in risky or illegal activities.	<p>The school reminded students to accord priority to personal safety at all times and, with due regard to the well-being of themselves and the care of their family members, refrain from participating in risky or illegal activities through different means, such as:</p> <ul style="list-style-type: none"> • The principal's sharing through the PA system every day • The MCNE activities conducted in the form-teacher periods • Promotion of law-abiding messages and values through posters on the school campus • The Discipline Master's explanations of school rules and reminders for students to abide by them. • An anti-crime talk conducted by the School Liaison Officer of the Hong Kong Police Force • An educational talk from the Correctional Services Department • Two identical anti-drug workshops (青出於難) for F.1 and F.2 students • Teachers' guidance and sharing throughout the year. 	The school greatly enhanced students' understanding of the school requirements for their behaviour through both formal and informal means, and helped them develop positive values, understanding the importance of social order, a sense of empathy, respect for others, as well as law-abidingness. Moreover, the sense of national identity was strengthened.

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	5.2 Continue to maintain a peaceful and orderly school environment according to the guidelines concerning handling incidents involving political propaganda prepared by the EDB, which have been added to the Staff Manual.	The guidelines prepared by the EDB concerning handling incidents involving political propaganda were adapted and retained in the Staff Manual.	With reference to the guidelines prepared by the EDB, the school has effectively maintained a peaceful and orderly school environment. No follow-up action concerning incidents involving political propaganda was needed.
6. Home-school cooperation	6.1 Continue to maintain close communication with parents and enhance home-school cooperation through different communication channels and PTA activities	The school has used different communication channels to maintain close communication with parents. PTA activities, including the Annual General Meeting (AGM) and talks, have been conducted to enhance home-school cooperation.	The school has worked closely with parents and maintained close communication with them.
	6.2 Continue to inform parents of related information through various channels to help students become good nationals and citizens who observe rules and laws	Related information has been sent to parents and posted on the boards for parents' reference on Parents' Day.	Students are aware of the importance of law-abidingness. A peaceful and orderly school environment is maintained.



Signature of Supervisor: _____

Name of Supervisor: _____

KONG HO Kit Ying

Date: _____

8th November, 2023.