

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

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

2023-2024 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	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	Core Team and Working Group of Safeguarding National Security and National Security Education	
	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 2023	Principal	
	Major ordinances, regulations and school administration guides relating to school education and school administration and the National Security Law are addressed in the	Staff meeting minutes	August 2023	Principal	

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	first staff meeting before the commencement of the new school year.				
	Crisis management guidelines on National Security is implemented to safeguard the school premises and people against issues endangering national security.	School crisis management handbook	Throughout the year	Principal	
	The procedures on displaying National Flag, conducting a National Flag Raising Ceremony and playing and singing the National Anthem are implemented. 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	EDB Circular No. 11/2021
	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 implemented so that all of the activities do not involve acts and activities that endanger national security.	Observation of the specific guidelines about the mechanism and procedures for organising activities without any acts and activities that endanger national security	Throughout the year	Core Team of Safeguarding National Security and National Security Education	
	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 implemented to ensure the school activities will not involve acts or activities that	Observation of the specific guidelines about the mechanism and procedures for management of school premises	Throughout the year	Core Team of Safeguarding National Security and National Security	

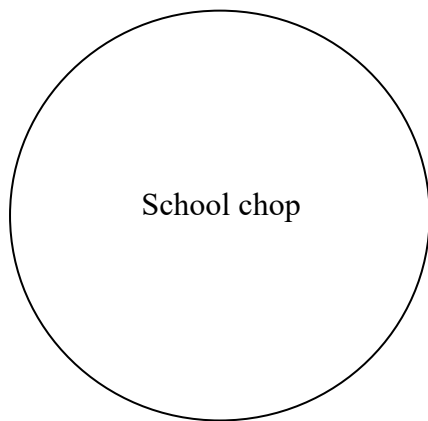
Area	Measure(s)	Assessment Method	Implementation Timetable	Person-in-charge	Resources Required
	endanger national security.			Education	
Staff management	Staff handbook is implemented to include the necessary role of teachers and non-teaching staff in the support of the implementation of the National Security Law.	Observation of the updated items in the staff handbook	Throughout the year	Core Team of Safeguarding National Security and National Security Education	
	The recruitment procedures are implemented 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	General Office	
Staff training	All teaching staff should formulate a plan to study EDB courses about National Security Law and Basic Law.	Staff development plan in appraisal form	During the appraisal period in the school term	Principal	
	School-based workshops about the knowledge of National Security Law for non-teaching staff are held.	Evaluation report of the workshops	Throughout the year	Core Team of Safeguarding National Security and National Security Education	
	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.	Display of the important documents and publications	Throughout the year	Core Team of Safeguarding National Security and National Security	

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				Education	
	External speakers are invited to give talks or workshops related to National Security Law or National Security Education for teachers.	Evaluation reports of the talks or workshops	Throughout the year	Staff Development Committee	
	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	Staff Development Committee	
Learning and teaching	The National Flag is displayed on each school day and flag-raising ceremony is held in the morning assembly every Monday. "Speech under the National flag" is also scheduled every Monday to strengthen the affection for and understanding of our country.	Display of the National Flag and frequency of flag-raising ceremony	Every school day	Values and National Education Committee	
	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 2023	Heads of Subject Departments	
	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 and Values and National Education Committee	Throughout the year	Heads of Subject Departments and Values and National Education Committee	
	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 2024 and Late June 2024	Heads of Subject Departments	

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	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	Academic Board and Heads of Subject Departments	
	All documents including meeting minutes, scheme of work and teaching and learning materials are saved in a common folder in the school server for inspection.	Inspections done by Heads of Subject Departments and Core Team of Safeguarding National Security and National Security Education	Throughout the year	Heads of Subject Departments and Core Team of Safeguarding National Security and National Security Education	
	Our school joins EDB's Sister School Scheme to promote connections and exchange with Nanhai Foreign Language School in Foshan, Greater Bay Area.	Evaluation reports after hosting and visiting the Foshan students	December 2023 and April 2024	Exchange Program Committee	Grant for the Sister School Scheme (EDB Circular No. 9/2018)
	Our school joins EDB's Mainland Exchange Programme for Students - An Exploration into the Guangdong-Hong Kong-Macao Greater Bay Area Cities.	Post-tour evaluation reports	March 2024	Board of PSHE	Support by EDB and travel agent
	The Senior Secondary Subject Citizenship and Social Development is implemented.	Evaluation report on the implementation of the Senior Secondary Subject Citizenship and Social Development	Throughout the year	Board of CSD	One-off Grant for Supporting the Implementation of the Senior Secondary Subject Citizenship and Social Development

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	Mainland Study Tours of the Subject of Citizenship and Social Development is organized.	Evaluation report on the mainland study tours	Throughout the year	Board of CSD and Exchange Program Committee	Support and coordination work by EDB
Student guidance, discipline and support	Our school-based life education curriculum is updated to strengthen the senses of belonging to the country and national identity and values of being good law-abiding citizens.	Curriculum documents of Life Education	Throughout the year	Teachers of Life Education	
	Values and National Education Committee develops learning activities, e.g. Fire & Ambulance Services Teen Connect organized by the Fire Services Department, 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.	Activity reports	Throughout the year	Values and National Education Committee	
	Pastoral Care Board and Values and National Education Committee promote the activities jointly organized by the EDB and Security Board according to EDB Circular no. 174/2022.	Activity reports and students' attendance rates	Throughout the year	Pastoral Care Board	
Home-school cooperation	Students and parents are encouraged to actively participate in different learning events related to National Security on National Security Education Day.	Reports on the learning events	Throughout the year	Values and National Education Committee and Parent-Teacher Association	
	Parents are encouraged to attend seminars related to National Security organized by EDB, Security Board or other Government parties.	Activity reports	Throughout the year	Values and National Education Committee and	

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				Parent-Teacher Association	
	Parent-Teacher Association organizes some activities to encourage parents and students to enrich knowledge of National Security.	Activity reports	Throughout the year	Values and National Education Committee and Parent-Teacher Association	
Others	Students are encouraged to participate in public competitions and seminars organized by Hong Kong Government to promote National Security, e.g. Leadership Institute on Narcotics organized by the Narcotics Bureau of the Hong Kong Police Force.	Interviews with students	Throughout the year	Values and National Education Committee	
	School-based activities are organized to promote National Security Education, e.g. "Love Our Home, Treasure Our Country" Inter-school events.	Participation of students in the activities	Throughout the year	Values and National Education Committee	



Signature of supervisor: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

Date: \_\_\_\_\_