

To: Chief School Development Officer (Tai Po)

**Work Plan on Implementation of Measures to Safeguard National Security and Promote National Security Education
2024/2025 School Year**

School Name: Law Ting Pong Secondary School

Area	Measure(s)	Assessment Method	Implementation Timetable	Person-in-charge	Resources Required
School Administration	1. The National Security Education Working Group will assist the school to: <ol style="list-style-type: none"> 1.1. coordinate the school-wide policies related to national security education; 1.2. facilitate the implementation of relevant measures across various subject departments; and 1.3. organize speeches under the national flag, inviting teachers and students from different subject areas to share insights, which promotes communication and collaboration across the school community, and leads to enhancements in students' understanding of national development, moral values and related guidance efforts. 	<ul style="list-style-type: none"> ● National Education Committee's Work Plan ● Relevant departmental tasks stipulated by Academic Committee ● Evaluation reports 	Whole school year	National Security Education Working Group	/
	2. Regularly review the campus management mechanism and procedures (including the rental of school premises and facilities) and library collections to ensure that school activities do not involve any actions that may endanger national security.	<ul style="list-style-type: none"> ● Observation ● Evaluation records 	Whole school year	Principal Vice & Assistant Principals	/

	3. Remind all staff on duty to report any phrases or items displayed on campus, such as books, publications and flyers that may contain content harmful to national security and ensure that these reports are addressed promptly by the principal in collaboration with the National Security Education Working Group.	● Related records	Whole school year	Principal National Security Education Working Group	
	4. Enforce procurement procedures to ensure that quotation and tender documents include specific clauses clearly stating the school's right to disqualify suppliers and terminate contracts based on national security considerations.	● Quotation & tender documents	Whole school year	Principal Vice-Principal (Management & Finance)	/
	5. Regularly review and revise the mechanisms and procedures for managing actions and activities that may endanger national security, ensuring the school-organized events do not threaten national security, while also monitoring participants and service providers such as alumni, external guests and tutors, and parent volunteers to confirm their awareness of the school's national security statements and their compliance with the requirements of national security.	● Evaluation reports	Whole school year	Principal National Security Education Working Group Senior & middle management	/
Staff Management	1. Reinforce the importance of strict adherence to relevant regulations and guidelines, especially those pertaining national security education, in the management of employment contracts, including renewals.	● Staff Handbook ● Employment contracts	Whole school year	Principal	/
	2. Monitor the performance and conduct of staff, using the annual appraisal system to	● Staff appraisal system	Whole school year	Principal Senior and	/

	remind employees of their obligation to strictly comply with the Hong Kong National Security Law.			middle management	
	3. During teacher induction and staff meetings, remind teachers that their words and deeds, which significantly influence students, must align with the Guidelines on Teachers' Professional Conduct.	<ul style="list-style-type: none"> ● Programme records ● Staff meeting minutes 	Whole school year	Principal Vice & Assistant Principals	/
Staff Training	1. Inform and remind staff to proactively review documents issued by the Education Bureau and visit the Government News Office's webpage on the National Security Law, as well as any relevant information released by other policy bureaux or departments.	<ul style="list-style-type: none"> ● Staff meeting minutes ● Email records 	Whole school year	Principal Head of National Education Committee	/
	2. Arrange for staff to receive training related to national security education and nominate relevant teachers to participate in seminars organized by the Education Bureau concerning the Basic Law or the Hong Kong National Security Law.	<ul style="list-style-type: none"> ● Staff continuing professional training records 	Whole school year	Principal Vice & Assistant Principals Head of National Education Committee	/
Learning and Teaching	<p>1. Strengthen students' learning in national security education through ongoing, interim and year-end reviews of subject curriculums and teaching practices.</p> <p>1.1 Continuous Review: All newly introduced national security education materials must be reviewed in subject-level meetings and adjusted as necessary.</p> <p>1.2 Year-End Review: Conduct a critical evaluation of the implementation of national security education, focusing on curriculum materials and teaching</p>	<ul style="list-style-type: none"> ● Scheme of work ● Teaching resources ● Evaluation reports 	Whole school year	Vice Principal (Academic Affairs) Department Heads All teachers	/

	methods.				
	<p>2. Promote the exchange of ideas within and across subject departments in integrating national security education organically and naturally into various subjects' curriculums.</p> <p>2.1 Regular Exchanges: Schedule at least two internal teaching strategy exchanges within each subject department throughout the year and keep records of these discussions.</p> <p>2.2 Sharing Sessions: Hold two teaching exchange sessions during staff meetings, inviting two subject departments each time to share exemplary practices in national security education.</p>	<ul style="list-style-type: none"> ● Departmental meeting minutes ● Staff meeting minutes 	Nov 2024 to May 2025	Vice Principal (Academic Affairs) Core Group of Academic Committee Department Heads	/
	<p>3. Each subject department should enrich and regularly update teaching and learning materials related to national security education and share their resources in a common school folder.</p> <p>3.1 Biannual Review: The Academic Committee's Core Group will conduct inspections of the national security education materials in the school folder twice every school year.</p>	<ul style="list-style-type: none"> ● Regular inspection of teaching resources ● Teachers' feedback 	Whole school year	Vice Principal (Academic Affairs) Core Group of Academic Committee Department Heads All Teachers	/
	<p>4. Enhance the school-based monitoring mechanism to regularly review the content and quality of learning and teaching resources, ensuring that they align with the Education Bureau's requirements and meet students' learning needs.</p> <p>4.1 Subject Departments: All reviews should be documented in meeting</p>	<ul style="list-style-type: none"> ● Periodic inspection by form coordinators, department heads & Academic Committee's Core Group 	Whole school year	Vice Principal (Academic Affairs) Academic Committee's Core Group Department Heads	/

	<p>minutes and detailed explanations provided in mid-year and year-end evaluation reports.</p> <p>4.2 Academic Committee's Core Group: Conduct monitoring through the examination of subject folders, meeting records, and mid-year and year-end evaluation reports.</p>			Form Coordinators	
	5. Utilize important festive days, school events (school opening and closing ceremonies, speech day and sports days) and special occasions to raise the national flag and sing the national anthem, fostering students' respect for the national flag, emblem and anthem while deepening their understanding of the history and significance of these symbols.	<ul style="list-style-type: none"> ● Observation 	Whole school year	National Education Committee Senior Management	/
	6. Through relevant internal and external programmes, strengthen students' understanding of national conditions and Chinese culture, helping them recognize the country's history and development (including the importance of national security, national identity, and other related issues), thereby enhancing their sense of national identity and cultivating their affection for the nation.	<ul style="list-style-type: none"> ● Observation ● Activity evaluation reports 	Whole school year	National Education Committee Senior & Middle Management	/
	7. Enhance Mainland exchange programmes and interflow activities with sister schools at various levels to promote students' understanding of the country's development and provide teachers with opportunities for professional growth.	<ul style="list-style-type: none"> ● Students' reflection & presentation ● Activity evaluation reports 	Whole school year	National Education Committee	Grant for the Sister School Scheme

Student Guidance, Discipline and Support	1. Continuously communicate the school's expectation regarding students' moral standards and behaviour to inculcate in students a sense of responsibility, accountability and respect for the law.	<ul style="list-style-type: none"> ● Teachers' feedback 	Whole school year	Discipline & Values Education Committee	/
	2. Through class teacher periods and life education sessions, nurture positive values, attitudes and thinking to guide students in developing a proactive approach to life and fostering their healthy growth.	<ul style="list-style-type: none"> ● Teachers' feedback ● Student survey 	Whole school year	Discipline & Values Education Committee Pastoral Care Committee	/
	3. Implement effective guidance and counseling methods to help students address their emotional needs and improve behavior, referring them to professionals for follow-up as necessary while guiding them to develop action plans and engaging with parents for comprehensive support.	<ul style="list-style-type: none"> ● Students' progress records 	Whole school year	Pastoral Care Committee Student Support Committee	/
Home-school Cooperation	1. Organize traditional Chinese craft workshops to help parents assist their children in gaining a deeper understanding of Chinese culture.	<ul style="list-style-type: none"> ● Activity evaluation 	Term 2	Teacher in charge of PTA	/

