

致：總學校發展主任(灣仔區)

Work Plan for Safeguarding National Security and Measures Related to National Security Education (2025-2026)

維護國家安全及國家安全教育相關措施的工作計劃

2025-2026

學年

School name: Sir Ellis Kadoorie (S) Primary School

學校名稱：官立嘉道理爵士小學

範疇	措施	評估方法	推行時間	負責人	所需資源
學校行政 school administration	<p>1. Continuously Enhance the "Safeguarding National Security and National Security Education" Task Force and Related Mechanisms:</p> <ul style="list-style-type: none">- Continuously review school-related administrative guidelines to support the promotion of national security education;- Continue planning, coordinating, and organizing school-based activities and measures related to national security education;- Strengthen communication and collaboration among various stakeholders to enhance students' character development and related disciplinary and counseling efforts;- Continuously review existing strategies and contingency measures to prevent political activities from infiltrating the campus;- Through staff meetings, help teaching staff understand the legislative background, content, and significance of the Hong Kong National Security Law, as well as related information released by the government.	Teacher Questionnaire / Observation	2025/26	Principal Vice Principal National Security Education Task Force	

範疇	措施	評估方法	推行時間	負責人	所需資源
學校行政 school administration	2. Continuously Review Books, Publications, and Leaflets on Campus to Ensure They Do Not Contain Content That Endangers National Security <ul style="list-style-type: none"> - In addition to regularly reviewing the physical and digital collections in the library, all classroom bookshelf collections, as well as e-books found in other electronic resources or online learning platforms, are also inspected to ensure that school activities do not involve behaviors or activities that endanger national security. - Continue to optimize the review mechanisms and guidelines for both physical and digital library collections. The task force will conduct regular spot checks to ensure that administrative work is carried out in accordance with the guidelines. 	Observation Sample Checks	2025/26	Principal Vice Principal Subject Panel Head Teacher Librarian	
	3. Continuously Review the Mechanisms and Procedures for Organizing School Activities to Ensure That Activities Held in the Name of the School(including student activities, extracurricular activities, guest speaker events, activities organized by alumni or the Parent-Teacher Association for students, and activities taught by external instructors)do not involve behaviors or actions that endanger national security.	Observation Post-Activity Evaluation	2025/26	Moral and Civic Education Team National Security Education Team Extracurricular Activities Team	
	4. Flag-Raising Task Force: Continuously Monitor Flag-Raising Activities. The school raises the national flag and plays the national anthem on designated dates or during ceremonies. Teachers and students are expected to demonstrate proper etiquette during the raising of the national flag and the playing of the national anthem.	Observation Flag-Raising Records	2025/26	Vice Principal Curriculum Team National Security Education Team	

範疇	措施	評估方法	推行時間	負責人	所需資源
學校行政 school administration	5. When the School Conducts Procurement, Specific Clauses Will Be Included in Quotation/Tender Documents. These clauses will clearly state that, based on national security considerations, the school reserves the right to disqualify suppliers and terminate related contracts.	Quotation/Tender Document Records	2025/26	Principal Vice Principal Teachers Responsible for Quotation /Tender Documents	
人事管理 HR management	1. The school handles staff appointments in accordance with the Employment Ordinance, Education Ordinance, Education Regulations, other relevant laws and employment contracts, as well as guidelines issued by the Education Bureau. This includes Education Bureau Circular No. 7/2021, titled “Measures for Strengthening the Protection of Students: Appointment of Teaching and Non-teaching Staff in Schools”, which has since been superseded by Circular No. 14/2023.	Staff Appointment Records	2025/26	Principal Vice Principal	Employment Ordinance (Cap. 57) Education Ordinance (Cap. 279) Education Regulations Education Bureau Circular No. 7/2021
	2. The school continues to clearly communicate its expectations regarding duties and conduct to all levels of staff—including school management, teaching staff, and non-teaching personnel—through meetings involving all staff members. This includes adherence to the <i>Civil Servants Code</i> , the <i>Staff Code of Conduct</i> , and compliance with the law. Teachers are reminded to uphold professional ethics at all times, act with integrity and in accordance with the law, and share the responsibility of creating a peaceful and orderly school environment. The school will follow up on staff performance and conduct in a timely and appropriate manner (e.g., through mid-term meetings).	Assessment System Mid-term Meeting Observation	2025/26	Principal Vice Principal Middle Management Personnel	Civil Servants Code Staff Code of Conduct

範疇	措施	評估方法	推行時間	負責人	所需資源
人事管理 HR management	3. The school continues to clearly specify that non-teaching staff hired through service contracts—including designated personnel such as school social workers, educational psychologists, speech therapists, coaches, and interest class instructors—must meet the required standards of work performance and conduct. If any such personnel are involved in misconduct, the service provider should take appropriate follow-up actions, such as replacing the individual, and strengthening measures to prevent and stop any illegal activities that violate national security from infiltrating the school campus.	Observation	2025/26	Moral and Civic Education Team Extracurricular Activities Team Discipline Master	
教職員培訓 Staff training	1.The school continues to require teaching staff to read documents issued by the Education Bureau and to visit the Information Services Department’s “Safeguarding National Security Law” website, as well as other materials released by relevant policy bureaux and departments. This is to enhance their understanding of the Hong Kong National Security Law, ensure compliance with the law, and stay informed about the latest legal developments	Document Acknowledgement	2025/26	Vice Principal Curriculum Team National Security Education Team	Relevant documents
	2. The school continues to arrange for teaching staff to participate in appropriate national security education training, such as training courses, lectures, or seminars organized by the Education Bureau or external organizations. These activities aim to help staff gain a correct understanding of the Hong Kong National Security Law and enhance their awareness of national security. The school ensures that teachers eligible for promotion, in accordance with the Education Bureau’s requirements and guidelines, participate in Mainland study tours. These tours provide opportunities for teachers to visit the Mainland, experience national development firsthand, and strengthen their ability to foster students’ sense of national identity.	Teacher Training Records	2025/26	Vice Principal Curriculum Team National Security Education Team	Training Course

範疇	措施	評估方法	推行時間	負責人	所需資源
學與教 Learning & Teaching	1. The school continues to make use of subject-based teaching materials to design various learning activities that instill proper values in students, deepen their understanding of national conditions, Chinese culture, the Constitution, <i>and the Basic Law</i> . This helps enhance their sense of national identity, awareness of the rule of law, and their consciousness and sense of responsibility in safeguarding national security.	Teacher Questionnaire / Observation	2025/26	Curriculum Team National Security Education Team Senior teachers	Teaching Materials / Worksheets
	2. The school continues to make good use of weekly assemblies and life education lessons to cultivate students' attitudes toward positive values.	Teacher Questionnaire / Observation	2025/26	Moral and Civic Education Team Senior teachers	Teaching Materials / Worksheets
	3. The school continues to actively promote national education by arranging cross-border learning opportunities for students, such as Mainland exchange programs and sister school activities. These initiatives are tailored to students' cognitive development and abilities, aiming to deepen their understanding of the nation's history and development, and to encourage mutual respect for the cultures of different countries.	Observation Post-Activity Evaluation	2025/26	Vice Principal	Exchange Activity Grant
	4. The school continues to organize a diverse range of life-wide learning activities to help students build and reinforce positive values and attitudes, as well as enhance their sense of national identity.	Teacher Questionnaire / Post-Activity Evaluation	2025/26	Curriculum Team Teachers-in-charge	Extracurricular Activities Grant
	5. The school continues to deepen students' understanding and appreciation of traditional culture through extracurricular activities, such as Chinese cultural events, thereby broadening their learning experiences.	Teacher Questionnaire / Post-Activity Evaluation	2025/26	Extracurricular Activities Team Curriculum Team	Extracurricular Activities Grant

範疇	措施	評估方法	推行時間	負責人	所需資源
學與教 Learning & Teaching	6. The school deepens students' understanding of national conditions, Chinese culture, the <i>Constitution</i> , the <i>Hong Kong National Security Law</i> , and the <i>Basic Law</i> by organizing school-wide national education activities, school-based programs related to Chinese culture, and by arranging student participation in inter-school, territory-wide, or nationwide national education events. These efforts aim to enhance students' sense of national identity, awareness of the rule of law, and their consciousness and responsibility in safeguarding national security.	Post-Activity Evaluation	2025/26	Curriculum Team National Security Education Team Senior teachers	Extracurricular Activities Grant
	7. The school continues to strengthen its monitoring mechanisms by regularly reviewing the content and quality of teaching and learning—including classroom instruction and teaching resources. This includes school-based materials and assignments (such as worksheets), test and exam papers, textbooks and reading materials ordered externally or on behalf of students, supplementary exercises, video teaching clips, and additional learning materials compiled by outsourced service providers. The school ensures that the selected or developed teaching and learning resources align with the aims, objectives, and content set by the Curriculum Development Council for each key learning stage. All materials must be accurate, complete, objective, and balanced, and must be appropriate to students' levels and learning needs.	Observation Review Records	2025/26	Curriculum Team Subject Panel Head	
	8. The school continues to archive teaching materials related to the national security curriculum and retains them for three years.	Review Records	2025/26	Curriculum Team National Security Education Team Subject Panel Head	

範疇	措施	評估方法	推行時間	負責人	所需資源
	9. Students are encouraged to participate in national security education-related competitions organized by the Education Bureau and other organizations to enhance their understanding of the <i>Constitution</i> , the Hong Kong National Security Law, the Basic Law, Chinese culture, and national security.	Teacher Questionnaire / Post-Activity Evaluation	2025/26	Curriculum Team National Security Education Team Teachers-in-charge	
學生訓輔及支援 Student Guidance & Support	1. The school continues to strengthen education on personal growth, aiming to enhance students' self-management, problem-solving, and interpersonal skills. It also helps students develop greater self-awareness and build positive values.	Observation Training and counseling records.	2025/26	Discipline Master Student guidance person Related teachers	
	2. Continue promoting social service: to help students understand civic responsibility, cultivate civic awareness, and practice respect and care for others.	Observation Post-Activity Evaluation	2025/26	Teacher in charge of uniformed groups Student Guidance person	Extracurricular Activities Grant
	3. Continue to develop personalized follow-up plans for students who violate rules, understand the root causes of their behavior, formulate action plans through cross-disciplinary collaboration to support them, and seek cooperation from parents to jointly help students improve. This aims to help them rebuild positive values, a sense of responsibility, accountability, and respect for the law, reintegrate into school life, and grow up healthily.	Observation Review Records	2025/26	Discipline Master Student guidance person	
家校合作 Parent-School Co-operation	1. Continue to hold parent meetings to strengthen communication and collaboration with parents, helping them understand how the school guides students in developing proper values through daily teaching. This aims to gain parents' support, understanding, and cooperation, so that together with the school, they can promote effective learning and healthy growth, nurturing students to become law-abiding and responsible citizens.	Observation Post-Activity Evaluation	2025/26	Vice Principal PTA	

範疇	措施	評估方法	推行時間	負責人	所需資源
	<p>2. Continue to jointly organize school events and parent-child educational activities with the Parent-Teacher Association, such as Chinese cultural activities including Chinese dance, calligraphy, and Cantonese classes, allowing parents to gain a deeper understanding of Chinese culture through participation.</p>	Teacher Questionnaire / Post-Activity Evaluation	2025/26	Vice Principal PTA	parent involvement programs
	<p>3. Through organizing parent seminars or visits—such as tours to the National Security Education Resource Centre—enhance parents' understanding of the Basic Law and the Hong Kong National Security Law. This helps parents guide their children to understand the legislative spirit of the National Security Law with a rational and positive attitude, and to foster the development of proper values.</p>	Observation Post-Activity Evaluation	2025/26	Vice Principal PTA	Parent talks /educational tours
	<p>4. Continue to invite parent volunteers to assist with Chinese Culture Day activities and host booths, promoting and passing on Chinese culture.</p>	Observation Post-Activity Evaluation	Chinese Culture Day	Vice Principal Curriculum Team PTA	Chinese Culture Day booth materials and gifts