

**To: Chief School Development Officer (Tai Po)**

**Work Plan on Implementation of Measures to Safeguard National Security and Promote National Security Education  
2025/26 School Year**

**School Name: Law Ting Pong Secondary School**

<b>Area</b>	<b>Measure(s)</b>	<b>Assessment Method</b>	<b>Implementation Timetable</b>	<b>Person-in-charge</b>	<b>Resources Required</b>
<b>School Administration</b>	<p><b>1.</b> Support from the National Security Education Working Group</p> <p>The National Security Education Working Group will help the school to:</p> <ul style="list-style-type: none"><li>▪ Coordinate Policies: Develop and manage school-wide policies related to national security education.</li><li>▪ Facilitate Implementation: Assist various subject departments in applying relevant measures effectively.</li><li>▪ Organize Events: Host speeches under the national flag, inviting teachers and students from different subjects to share insights. This will promote communication and collaboration, enhancing students' understanding of national development and moral values.</li></ul>	<ul style="list-style-type: none"><li>● E-mail to alert subject departments about the updated NSE curriculum</li><li>● Committee meeting minutes</li><li>● Schedule of work for the morning assembly and weekly assembly</li></ul>	Whole school year	National Security Education Working Group	/

	<p><b>2. Review of Campus Management Procedures</b> Regularly assess campus management procedures, including the rental of school premises and library collections, to ensure that school activities do not pose risks to national security.</p>	<ul style="list-style-type: none"> <li>● Observation</li> <li>● Evaluation records</li> </ul>	Whole school year	Principal Vice & Assistant Principals	
	<p><b>3. Reporting Mechanism for Staff</b> Remind all staff to report any phrases or items on campus, such as books and flyers, that may threaten national security. Ensure these reports are addressed quickly by the principal and the National Security Education Working Group.</p>	<ul style="list-style-type: none"> <li>● Related records</li> </ul>	Whole school year	Principal National Security Education Working Group	
	<p><b>4. Enforce Procurement Procedures</b> Implement procurement procedures that require quotation and tender documents to include clauses stating the school's right to disqualify suppliers and terminate contracts based on national security considerations.</p>	<ul style="list-style-type: none"> <li>● Quotation &amp; tender documents</li> </ul>	Whole school year	Principal Vice-Principal (Management & Finance)	/

	<p><b>5. Ongoing Review of Safety Mechanisms</b> Regularly review and update procedures for managing activities that may endanger national security. Ensure that school-organized events are safe and that participants (including alumni, external guests, tutors, and parent volunteers) are aware of and comply with the school's national security policies.</p>	<ul style="list-style-type: none"> <li>● Evaluation reports</li> </ul>	Whole school year	Principal National Security Education Working Group Senior & middle management	/
<b>Staff Management</b>	<p>1. Emphasize Compliance with Regulations: Ensure that all staff understand the importance of following regulations and guidelines related to national security education. This includes managing employment contracts and renewals carefully.</p>	<ul style="list-style-type: none"> <li>● Declaration Form</li> <li>● Employment contracts</li> <li>● Staff Handbook</li> </ul>	Whole school year	Principal	/
	<p>2. Monitor Staff Performance: Use the annual appraisal system to assess staff performance and behavior. Remind all employees of their responsibility to comply with the Hong Kong National Security Law.</p>	<ul style="list-style-type: none"> <li>● Staff appraisal system</li> </ul>	Whole school year	Principal Senior and middle management	/
	<p>3. Teacher Induction and Meeting: During teacher orientation and staff meetings, highlight the impact of teachers' actions and words on students. Encourage alignment with the Guidelines on Teachers' Professional Conduct.</p>	<ul style="list-style-type: none"> <li>● Programme records</li> <li>● Staff meeting minutes</li> </ul>	Whole school year	Principal Vice & Assistant Principals	/



<b>Staff Training</b>	1. Remind staff to regularly check documents from the Education Bureau. They should also visit the Government News Office's webpage on the National Security Law and look for updates from other policy bureaus or departments.	<ul style="list-style-type: none"> <li>● Staff meeting minutes</li> <li>● Email records</li> </ul>	Whole school year	Principal Head of National Education Committee	/
	2. Organize staff to receive training on national security education. Select relevant teachers to attend seminars hosted by the Education Bureau about the Basic Law, the Hong Kong National Security Law, and other related laws	<ul style="list-style-type: none"> <li>● Staff continuing professional training records</li> </ul>	Whole school year	Principal Vice & Assistant Principals Head of National Education Committee	/
<b>Learning and Teaching</b>	1. Curriculum integration and resource utilization: <ul style="list-style-type: none"> <li>1.1 Align teaching practices with the latest EDB updates on national security education</li> <li>1.2 Integrate national security elements into subject curriculums in a natural and meaningful way</li> <li>1.3 Make effective use of teaching resources provided by EDB and school-based materials</li> </ul>	<ul style="list-style-type: none"> <li>● Scheme of work</li> <li>● Teaching materials</li> <li>● Student assignments</li> <li>● Evaluation reports</li> </ul>	Whole school year	Vice Principal (Academic Affairs) Department Heads All teachers	/

	<p>2. Professional collaboration and exchange:</p> <p>2.1 Conduct at least two teaching strategy exchange sessions within each subject department annually</p> <p>2.2 Organize two sharing sessions during staff meetings, with two departments presenting good practices each time</p>	<ul style="list-style-type: none"> <li>● Departmental meeting minutes</li> <li>● Staff meeting records and presentation materials</li> </ul>	Nov 2025 to May 2026	Vice Principal (Academic Affairs) Core Group of Academic Committee Department Heads	/
	<p>3. Resource development and sharing:</p> <p>3.1 Subject departments enrich and update teaching and learning materials regularly and share their resources in a common school folder</p> <p>3.2 Academic Committee's Core Group inspects the shared folder twice per year to ensure quality and relevance</p>	<ul style="list-style-type: none"> <li>● Inspection of teaching resources</li> <li>● Teachers' feedback</li> </ul>	Whole school year	Vice Principal (Academic Affairs) Core Group of Academic Committee Department Heads	/
	<p>4. Monitoring and evaluation mechanism:</p> <p>4.1 Subject departments conduct regular reviews of national security education materials during department meetings, with findings documented in mid-year and year-end evaluation reports</p> <p>4.2 Academic Committee's Core Group monitors implementation by examining subject folders, meeting records and evaluation reports</p>	<ul style="list-style-type: none"> <li>● Periodic inspection by form coordinators, department heads &amp; Academic Committee's Core Group</li> <li>● Mid-year and year-end evaluation reports</li> </ul>	Whole school year	Vice Principal (Academic Affairs) Academic Committee's Core Group Department Heads Form Coordinators	/
	<p>5. Use important holidays, school events (like opening and closing ceremonies, speech day, and sports days), and special occasions to raise the national flag and sing the national anthem. This will help students respect the</p>	<ul style="list-style-type: none"> <li>● Observation</li> </ul>	Whole school year	National Education Committee Senior Management	/

	flag, emblem, and anthem, while also helping them understand the history and importance of these symbols.				
	6. Use relevant programs to help students understand the country's situation and Chinese culture. This will help them learn about the country's history and development, including the importance of national security and identity. As a result, it will strengthen their sense of national identity and foster their love for the nation.	<ul style="list-style-type: none"> <li>● Observation</li> <li>● Activity evaluation reports</li> </ul>	Whole school year	National Education Committee Senior & Middle Management	/
	7. Improve exchange programs and activities with sister schools at different levels to help students understand the country's development. This will also provide teachers with chances to grow professionally.	<ul style="list-style-type: none"> <li>● Students' reflection &amp; presentation</li> <li>● Activity evaluation reports</li> </ul>	Whole school year	National Education Committee	Grant for the Sister School Scheme
<b>Student Guidance, Discipline and Support</b>	1. Keep sharing the school's expectations for students' moral standards and behavior. This will help students develop a sense of responsibility, accountability, and respect for the law.	<ul style="list-style-type: none"> <li>● Teachers' feedback</li> </ul>	Whole school year	Discipline & Values Education Committee	/
	2. Use class teacher periods and life education sessions to encourage positive values, attitudes, and thinking. This will help students take a proactive approach to life and support their healthy development.	<ul style="list-style-type: none"> <li>● Teachers' feedback</li> <li>● Student survey</li> </ul>	Whole school year	Life Planning and Career Committee, Values Education Committee, and Pastoral Care Committee	/



	3. Use effective guidance and counseling methods to help students with their emotional needs and improve their behavior. If needed, refer them to professionals for further help. Also, guide them in creating action plans and involve parents for complete support.	<ul style="list-style-type: none"> <li>● Report from school social workers</li> <li>● Whole School Health Program Report by Department of Health</li> </ul>	Whole school year	Pastoral Care Committee Student Support Committee	/
<b>Home-school Cooperation</b>	1. Organize traditional Chinese craft workshops to help parents assist their children in gaining a deeper understanding of Chinese culture. 2. Provision of talks and on-line learning platform to parents to foster Chinese culture.	<ul style="list-style-type: none"> <li>● Activity evaluation</li> </ul>	Whole school year	Teacher in charge of PTA	/



Signature of supervisor :

Name of supervisor : Tsang Chui Hing Betty

Date : 26 NOV 2025