



**Po Leung Kuk
Lo Kit Sing (1983) College**

**Annual School Plan
2024-2025**



保良局羅傑承(一九八三)中學

鹿盧敬啟

PO LEUNG KUK

(1983)



The Kuk's Spirit

Mutual Respect
United Effort
Benevolence
Charitable
Gratefulness and Recognition

Dedication to Serving
The Community

Vision

Children are nurtured, Youngsters are educated
Adults are supported to contribute
Elderly are cared for
The less fortunate are lightened with hope.

Mission

To be the most prominent and committed charitable organisation.
In the Kuk's Spirit to do good deeds with benevolence.
Dedicated in protecting the young and the innocent,
caring for the elderly and the underprivileged,
aiding the poor and healing the sick,
educating the young and nurturing their morality,
providing recreation to the public, caring for the environment,
passing on the cultural inheritance and
bringing goodness to the community

Values

Fine traditions, Accommodate the current needs
People-oriented, Care and appreciation
Sound governance, Pragmatism and innovative
Integrity, Vigilance
Optimal use of resources, Cost-effectiveness
Professional team, Service with heart





School Vision & Mission

- **Po** Leung Kuk aims at a quality education for all, advocates an all around education embracing the academic, moral, physical, social and aesthetic aspects, and takes pride in nurturing flourishing and faithful boys and girls for the community.
- Po Leung Kuk is a benevolent society. People in the lower levels of the social hierarchy benefit most from our services. For this reason, the educational services we provide should be non-profit making. As our school provide educational service with public funds, our policies should be able to reflect the needs of the community and the benefits and well-beings of the general public.
- “Love, Respect, Diligence and Integrity”, motto of Kuk’s affiliated schools, places great emphasis on educating the young, nurturing morality and helping to achieve “Cognitive, Aesthetic, Social, Physical and Moral development”, summarizes the educational goals of our school.
- Po Leung Kuk is an organization with no political or religious background. We believe people should be free to express their feelings and beliefs. Provided that social prosperity and stability are not threatened, all schools of thought and all kinds of religion can co-exist in our schools.





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1. Major Concern : To develop students into effective learners

Briefly list the feedback and follow-up actions from the previous school year:

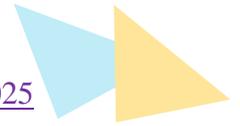
(In the first year of the development cycle, schools generally do not need to complete this part, but if the major concern(s) of this development cycle is related to the previous development cycle, e.g. optimising the major concern, schools may make reference to the feedback and follow-up actions of the previous school year to formulate or adjust the work of this school year.)

The SHS highlighted the following points drawing our attention.

- 50% students showed enjoyment in learning. To enable more students to enjoy learning, their enthusiasm and curiosity for learning should be enhanced to arouse their learning interest.
- 50% students had a learning goal. To help more students to set a clear learning goal, their awareness of need for learning should be enhanced.
- 60% students did try hard to overcome their learning difficulties, they still need confidence to make progress.
- Teachers have taught students learning skills such as concept map, graphic organizer, using online resources for self-learning. 40% of students could apply the skills in learning. It is expected that more students could equip themselves with these skills for life-long learning.
- Some students could not apply their knowledge beyond the classroom. More opportunities could be provided for them to connect theory to real-world scenarios.

Most of our students are Band 1 students. We believe our students can exhibit strong learning abilities. To unlock their potential, we aim at developing students into effective learners.





Target	Implementation Strategy	Success Criterion	Method of Evaluation	Time Scale	Responsible Person	Resource Required
1. To enhance students' learning interest and raise awareness of their learning needs	<ul style="list-style-type: none"> Design tasks that align with students' interests and provide engaging learning experiences Adopting life planning education to broaden students' horizon in career aspiration Engaging students in activities that create a shared sense of purpose 	<ul style="list-style-type: none"> Students enjoy learning. Students explore and join activities relevant to their life planning. Students actively participate in class discussions, ask questions, and show enthusiasm for learning. Students reflect on their learning experiences. They are aware of their strengths, weaknesses, and areas for improvement. 	<ul style="list-style-type: none"> Stakeholder Survey Lesson Observation Subject-based Survey Evaluation in Subject Panels' Meeting Minutes Evaluation in Executive Meetings 	9/2024 to 7/2025	<ul style="list-style-type: none"> ACD CRD CCA Subject Departments 	<ul style="list-style-type: none"> CEG DLG EOEBG TRG LWL Fund





Target	Implementation Strategy	Success Criterion	Method of Evaluation	Time Scale	Responsible Person	Resource Required
2. To strengthen students' learning techniques for life-long learning	<ul style="list-style-type: none"> ● Emphasize Metacognition: Teach students to reflect on their learning process. ● Chunking: Help students to break complex information into smaller chunks. ● Spaced Repetition: Instead of cramming, ask students to review material at spaced intervals. This helps reinforce memory and long-term retention ● Elaborative Interrogation: Remind students to ask “why” questions about the material. This encourages deeper processing and understanding ● Promote Collaboration: Encourage teamwork and peer teaching ● Critical Thinking: Develop the ability to analyze and evaluate information objectively 	<ul style="list-style-type: none"> ● Students recognize their thinking patterns, strengths, and areas for improvement. ● Students make use of different tools and techniques such as pre-lesson tasks, knowledge map, Artificial Intelligence for learning. ● Students show confidence and are willing to take challenges in learning. 	<ul style="list-style-type: none"> ● Stakeholder Survey ● Lesson Observation ● Subject-based Survey ● Evaluation in Subject Panels' Meeting Minutes ● Evaluation in Executive Meetings 	9/2024 to 7/2025	<ul style="list-style-type: none"> ● ACD ● CCA ● Subject Departments 	<ul style="list-style-type: none"> ● CEG ● DLG ● EOEBG ● TRG ● LWL Fund





Target	Implementation Strategy	Success Criterion	Method of Evaluation	Time Scale	Responsible Person	Resource Required
3. To foster students' learning responsibility and commitment	<ul style="list-style-type: none"> Set Clear Learning Goals: Involve students in setting academic goals Group Leadership & Collaboration: Assign group tasks and rotate leadership roles. This helps students learn to work collaboratively and take responsibility for their contributions Provide Developmentally Appropriate Choices: Allow students to make decisions related to their learning. Offer choices in assignments, projects, or topics to encourage ownership and engagement 	<ul style="list-style-type: none"> Students set learning goals and review their performance against their goals regularly. Students conscientiously complete learning tasks. Students are proactive in learning such as forming study groups with peers. 	<ul style="list-style-type: none"> Stakeholder Survey Lesson Observation Subject-based Survey Evaluation in Subject Panels' Meeting Minutes Evaluation in Executive Meetings 	9/2024 to 7/2025	<ul style="list-style-type: none"> ACD GCD Form Coordination Subject Departments 	<ul style="list-style-type: none"> CEG DLG EOEBG TRG LWL Fund





2. Major Concern: To foster students into responsible citizens with positive values and a healthy lifestyle

Briefly list the feedback and follow-up actions from the previous school year:

(In the first year of the development cycle, schools generally do not need to complete this part, but if the major concern(s) of this development cycle is related to the previous development cycle, e.g. optimising the major concern, schools may make reference to the feedback and follow-up actions of the previous school year to formulate or adjust the work of this school year.)

Upon reviewing Major Concern 2 from the previous development cycle (2021/24) in the SSE, the following points have drawn our attention:

- Students enjoyed using the new facilities and staying in the renovated places. Students are encouraged to utilize these facilities to improve their physical wellness and cultivate a healthy lifestyle.
- The performance of some students in areas related to politeness and respect can still be enhanced. Recognizing and rewarding students who consistently demonstrate these qualities will foster a culture of appreciation and positive behaviour.
- It has been noted that students develop clearer career goals after participating in career life planning programs. Encouraging students to set specific objectives and enhance their life planning skills can further support their growth and development.
- Some students were trained to take up some leadership roles in clubs and teams. Continue to offer leadership training programs can nurture students with a strong sense of community and social responsibility.

In response to the review, the school aims to cultivate students into responsible citizens with positive values and a healthy lifestyle. The following targets have been set for the upcoming development cycle:

- To cultivate students' character, values and ethics in alignment with the positive values and attitudes.
- To enhance students' physical wellness and promote a healthy lifestyle.
- To nurture students with a strong sense of community and social responsibility.





Target	Implementation Strategy	Success Criterion	Method of Evaluation	Time Scale	Responsible Person	Resource Required
1. To cultivate students' character, values and ethics in alignment with the positive values and attitudes	<p>1.1 Nurture students' positive values and attitudes through an inclusive and holistic approach to values education.</p> <ul style="list-style-type: none"> • Priority values and attitudes assigned to each level: <ul style="list-style-type: none"> ▪ S.1 Filial Piety ▪ S.2 Benevolence ▪ S.3 National Identity ▪ S.4 Unity ▪ S.5 Respect for Others ▪ S.6 Commitment • Other priority values and attitudes: <ol style="list-style-type: none"> 1. Perseverance 2. Responsibility 3. Integrity 4. Law-abidingness 5. Empathy 6. Diligence 	<ul style="list-style-type: none"> • Students reflect their understanding of the concept of different priority values and attitudes. • Students agree that the positive values and attitudes infused can reinforce their positive values. • Students can demonstrate the application of positive values and attitudes in real-life situations and decision-making processes. 	<ul style="list-style-type: none"> • Teachers' observation • Student survey • Evaluation in subject departments • Evaluation in executive departments • Reflections by students 	9/2024 to 7/2025	<ul style="list-style-type: none"> • Subject departments • Executive departments • Form teachers 	<ul style="list-style-type: none"> • CEG • DLG • EOEBG • TRG • LWL Fund • Learning materials suggested from EDB and / or NGOs





Target	Implementation Strategy	Success Criterion	Method of Evaluation	Time Scale	Responsible Person	Resource Required
1. To cultivate students' character, values and ethics in alignment with the positive values and attitudes	1.2 Establish programmes to recognize and reward students who demonstrate exemplary character and values. Programmes: <ul style="list-style-type: none"> • Smart kids • School Trips • Service awards • Conduct mark award system • Model classes competition • Outstanding student award • Leadership training • Community services • Character education programmes 	<ul style="list-style-type: none"> • Students demonstrate self-reflection and personal growth in understanding and embodying positive values and attitudes. • Students exhibit positive character traits and values in their interactions with peers, teachers, and the community. • Students serve as role models by embodying the essential character traits and values, motivating their peers to emulate their behaviour. 	<ul style="list-style-type: none"> • Teachers' observation • Student survey • Reflections by students • Evaluation in Executive coordination meeting • Evaluation in executive meetings • Evaluation in form coordination meeting 	9/2024 to 7/2025	<ul style="list-style-type: none"> • Subject departments • Executive departments • Form teachers 	<ul style="list-style-type: none"> • CEG • MNESG • LWLG





Target	Implementation Strategy	Success Criterion	Method of Evaluation	Time Scale	Responsible Person	Resource Required
1. To cultivate students' character, values and ethics in alignment with the positive values and attitudes	<p>1.3 Enhance students' information literacy and their ability to identify and assess the ethical and legal use of information.</p> <ul style="list-style-type: none"> Integrate information literacy skills and ethical considerations into the regular curriculum across subjects to reinforce learning in various contexts. Offer school talks or workshops on digital citizenship that address ethical and legal aspects of information use. 	<ul style="list-style-type: none"> Students demonstrate increased proficiency in searching for, evaluating, and using information from various sources effectively and ethically. Students are able to transfer information literacy skills and ethical considerations across various subjects and contexts, showcasing a comprehensive understanding. Students can apply the concepts learned in the talks or workshops in real-world digital scenarios, such as citing sources correctly, avoiding plagiarism, and identifying misinformation. 	<ul style="list-style-type: none"> Teachers' observation Students' survey Reflections by students Evaluation in subject departments Evaluation in related executive departments 	9/2024 to 7/2025	<ul style="list-style-type: none"> Subject departments Executive departments: <ul style="list-style-type: none"> ACD SLE ICT 	<ul style="list-style-type: none"> QEF EOEBG NGO SSW





Target	Implementation Strategy	Success Criterion	Method of Evaluation	Time Scale	Responsible Person	Resource Required
2. To enhance students' physical wellness and promote a healthy lifestyle	2.1 Establish environments that foster physical health and overall well-being. <ul style="list-style-type: none"> • Renovate and modernize facilities to create spaces that support physical activity, relaxation, and well-being. • Implement mindfulness practices, relaxation techniques, or meditation sessions to promote mental well-being. • Ensure proper ventilation, lighting, and comfortable seating arrangements in classrooms and common areas. 	<ul style="list-style-type: none"> • Students are encouraged to participate in physical activities and enhance their physical wellness through the updated facilities. • Students show increased focus, reduced anxiety, or improved mood during and after mindfulness sessions. • Students demonstrate enhancements in both their concentration and overall well-being. 	<ul style="list-style-type: none"> • Teachers' observation • Student survey • Reflections by students • Evaluation in form coordination meeting • Evaluation in executive coordination meeting • Evaluation in related executive and subject departments 	9/2024 to 7/2025	<ul style="list-style-type: none"> • Subject departments • Executive departments: <ul style="list-style-type: none"> ▪ GCD ▪ GAD ▪ CMNHE ▪ Form Coordination 	<ul style="list-style-type: none"> • EOEBG • CFEG





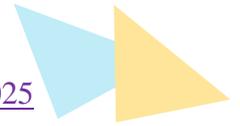
Target	Implementation Strategy	Success Criterion	Method of Evaluation	Time Scale	Responsible Person	Resource Required
2. To enhance students' physical wellness and promote a healthy lifestyle	2.2 Provide students with opportunities to participate in regular physical activity. Physical activities: <ul style="list-style-type: none"> • Sports Day • MVPA60 • Swimming Gala • PE lessons • Sports teams • Day for you • Life-wide Learning Day • Quincy Lui Cup • Dance Festival • PLK Quality Circle: PE 	<ul style="list-style-type: none"> • Students actively involve themselves in the physical activities offered. • Students' health indicators, such as BMI, cardiovascular fitness levels, strength, and flexibility are improved. 	<ul style="list-style-type: none"> • Teachers' observation • Students' survey • Evaluation in form-coordination meeting. • Evaluation in Executive Coordination meeting • Evaluation in related subject department meetings 	9/2024 to 7/2025	<ul style="list-style-type: none"> • Executive departments: <ul style="list-style-type: none"> ▪ CCA ▪ Form Coordination • Subject departments concerned 	<ul style="list-style-type: none"> • EOEBG • CFEG • TRG





Target	Implementation Strategy	Success Criterion	Method of Evaluation	Time Scale	Responsible Person	Resource Required
2. To enhance students' physical wellness and promote a healthy lifestyle	2.3 Encourage students to explore different ways to stay active and healthy. <ul style="list-style-type: none"> • Fitness challenges and competitions • various sports, activities and fitness routines • field trips, nature walks or other outdoor learning experiences • workshops or talks on nutrition, mental health, mindfulness, and overall well-being 	<ul style="list-style-type: none"> • Students exhibit enthusiasm for engaging in a variety of physical activities. • Students demonstrate improvements in their physical fitness levels. • Students' awareness of nutrition, mental health, mindfulness and overall well-being are increased. 	<ul style="list-style-type: none"> • Teachers' observation • Students' survey • Evaluation in related executive department • Evaluation in related subject department 	9/2024 to 7/2025	<ul style="list-style-type: none"> • Executive departments: <ul style="list-style-type: none"> ▪ CMN ▪ Form Coordination • Subject departments concerned 	<ul style="list-style-type: none"> • EOEBG • CFEG





Target	Implementation Strategy	Success Criterion	Method of Evaluation	Time Scale	Responsible Person	Resource Required
3. To nurture students with a strong sense of community and social responsibility	3.1 Encourage students to establish suitable objectives and cultivate their life planning skills. Life planning skills: <ul style="list-style-type: none"> • Goal setting with SMART criteria • Personal development • Time management • Career planning 	<ul style="list-style-type: none"> • Students articulate specific and clear objectives for their personal, academic or career goals. • Students demonstrate an improvement in their time management skills. • Students are able to set specific career goals. 	<ul style="list-style-type: none"> • Teachers' observation • Students' survey • Evaluation in subject departments • Evaluation in related executive department meetings • Evaluation in form coordination meetings 	9/2024 to 7/2025	<ul style="list-style-type: none"> • Subject departments • Executive departments: <ul style="list-style-type: none"> ▪ CMN ▪ Form Coordination ▪ CRD ▪ GCD 	<ul style="list-style-type: none"> • EOEBG • TRG • CLPG





Target	Implementation Strategy	Success Criterion	Method of Evaluation	Time Scale	Responsible Person	Resource Required
3. To nurture students with a strong sense of community and social responsibility	3.2 Provide students with a range of leadership opportunities across different school organizations and activities. Implementations: <ul style="list-style-type: none"> • Student leadership positions in the school • Leadership training • Recognition for student leaders 	<ul style="list-style-type: none"> • Students show their interest and involvement in leadership roles. • Students exhibit their leadership skills in their respective roles. • Students demonstrate their efforts and achievements, motivating them to actively participate in school activities and leadership roles. 	<ul style="list-style-type: none"> • Teachers' feedback • Students' survey • Reflection from students • Evaluation in related organizations and executive departments 	9/2024 to 7/2025	<ul style="list-style-type: none"> • Executive departments: <ul style="list-style-type: none"> ▪ DID ▪ CCA ▪ GCD ▪ ICT ▪ RCD • Student Union • Library Team • Boy scouts • Girl Guides 	<ul style="list-style-type: none"> • EOEBG • LWL Fund





Target	Implementation Strategy	Success Criterion	Method of Evaluation	Time Scale	Responsible Person	Resource Required
3. To nurture students with a strong sense of community and social responsibility	3.3 Engage students in community service and projects that promote social responsibility. Ways to promote social responsibility: <ul style="list-style-type: none"> • Service-learning • Civic education • Awareness of social issues • Awareness in safeguarding national security 	<ul style="list-style-type: none"> • Students can comprehend social concerns and foster a dedication to active citizenship. • Students reflect on the impact of their social service on themselves and the community. • Students showcase their readiness to safeguard national security 	<ul style="list-style-type: none"> • Teachers' observation • Students' survey • Evaluation in form coordination meetings • Evaluation in subject departments • Evaluation in executive departments 	9/2024 to 7/2025	<ul style="list-style-type: none"> • Subject departments • Executive departments 	<ul style="list-style-type: none"> • CEG • TRG • EOEBG





Appendix I

School-based After-school Learning and Support Programmes 2024/2025 s.y. School-based Grant - Programme Plan

A. The estimated number of students (count by heads) benefitted under this Programme is 700.

B. Information on Activities to be subsidised/complemented by the Grant.

*Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation (e.g. test, questionnaire, etc)	Period/Date activity to be held	Estimated no. of participating eligible students [#]			Estimated expenditure (\$)	Name of partner/service provider (if applicable)
					A	B	C		
<i>Visit, art/cultural activities, sports, learning skills training: Extended courses and activities of various subjects</i>	To broaden students' learning experiences outside classroom and raise their understanding of the community.	Students' interest and knowledge of specific subject has been increased	Students' survey and teachers' feedback in meetings. Daily observation of their performance in classroom	September 2024 August 2025	12	80	70	\$50,000.00	
<i>Adventure activities, leadership training, musical instruments courses, arts courses, dance courses: Students to participate at their own accord to develop their personal development and skill training course.</i>	To nurture students' skills in goal setting, self-directed learning and self-reflection.	Students' self-management skills and self-esteem has been established and developed.	Students' survey and teachers' feedback in meetings. Daily observation of their performance in classroom	September 2024 August 2025	18	120	100	\$72,700.00	
Total no. of activities: <u>2</u>				[@] No. of man-times	30	200	170		
				[*] Total no. of man-times	400				

Note:

* Types of activities are categorised as follows: tutorial services, learning skill training, languages training, visits, art and cultural activities, sports, self-confidence development, volunteer services, adventure activities, leadership training, and communication skills training courses.

@ Man-times: refers to the aggregate no. of benefitted students participating in each activity listed above.

** Total no. of man-times: the aggregate of man-times (A) + (B) + (C)

Eligible students: students in receipt of CSSA (A), full grant under the SFA Schemes (B) and needy students identified by the school under the discretionary quota (not more than 25%) (C).

Eligible students: students in receipt of CSSA (A), SFAS full grant (B) and disadvantaged students identified by the school under the discretionary quota (not more than 25%) (C).





Appendix II

Learning Support Grant – Programme Plan 2024/2025

Information on SEN Activities to be Subsidied by the Grant

Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation	Period / Date activity to be held	Estimated No. of participants	Estimated expenditure (\$)	Name of partner / service provider (if applicable)
Employment of Assistant Teacher	To cater for learning diversity of students with SEN and provide clerical support.	Students with SEN find that the assistant teacher can enhance their learning effectiveness.	Performance appraisal	1/9/2024-31/8/2025	100	\$320,000.00	N.A.
Employment of Student Counsellor	To support SEN admin work and student service.	Students with SEN find that the student counsellor can cater for their needs.	Performance appraisal	1/9/2024-31/8/2025	100	\$260,000.00	N.A.
Speech Therapy Service	To enhance the speaking skills of students with SEN.	Students with SEN improve their speaking skills.	Observation / Participant questionnaires / Student reports	1/9/2024-31/8/2025	15	\$40,000.00	Susanna Shong Speech Therapy Centre Limited





Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation	Period / Date activity to be held	Estimated No. of participants	Estimated expenditure (\$)	Name of partner / service provider (if applicable)
Counselling Psychologist Service	To provide individual counselling and equip students with SEN some coping skills.	Students with SEN feel more at ease.	Observation / Participant questionnaires	1/9/2024-31/8/2025	20	\$25,000.00	Shue Yan University
School-based Academic Support Programme	To enhance the academic performance of students with SEN.	Students with SEN improve their working efficiency in doing homework.	Observation / Participant questionnaires	1/9/2024-31/8/2025	40	\$70,000.00	N.A.





Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation	Period / Date activity to be held	Estimated No. of participants	Estimated expenditure (\$)	Name of partner / service provider (if applicable)
Reading & Writing Support Courses	To enhance the academic performance of students with SEN.	Students with SEN improve their language skills.	Observation / Participant questionnaires / Student reports	1/9/2024-31/8/2025	30	\$140,000.00	Edvenue Limited/ Seedling Education/ Excellent Education Company Limited/ Champion Goal Education/ Link Education Limited
AIM Project (Part 2)	To enhance the generic skills of students with SEN.	Students with SEN improve their social skills.	Observation / Participant questionnaires/ Student reports	1/9/2024-31/8/2025	10	\$3,000.00	Hong Kong Young Women's Christian Association





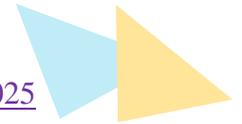
Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation	Period / Date activity to be held	Estimated No. of participants	Estimated expenditure (\$)	Name of partner / service provider (if applicable)
Jockey Club Keen and Active Kids Project	To enhance the executive functioning skills of students with SEN.	Students with SEN improve their executive functioning skills.	Observation / Participant questionnaires	1/9/2024-31/8/2025	6	\$10,000.00	Heep Hong Society
Kinball Team Training for Integrated Education	To enhance the generic skills of students with SEN.	Students with SEN improve their social skills and problem-solving skills.	Observation / Participant questionnaires	1/9/2024-31/8/2025	30	\$38,000.00	World Youth Sport Art Education
Therapeutic Programmes for students for SEN (e.g. Art Therapy, Music Therapy)	To provide professional training for students with SEN that could improve their social, emotional and mental health.	Students with SEN feel more relaxed.	Observation / Participant questionnaires / Student reports	1/9/2024-31/8/2025	20	\$20,000.00	ExpresSoul Co. Ltd.





Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation	Period / Date activity to be held	Estimated No. of participants	Estimated expenditure (\$)	Name of partner / service provider (if applicable)
Training Programmes for Students with SEN	To enhance the generic skills of students with SEN.	Students with SEN improve their social skills.	Observation / Participant questionnaires	1/9/2024-31/8/2025	100	\$30,000.00	BGCA Jockey Club Cheung Hang Children & Youth Integrated Services Centre/ Caritas Children & Youth Centre – Cheung Hong
Positive Education Programme	To enhance the wellbeing of students with SEN.	The wellbeing of students with SEN is improved.	Observation / Participant questionnaires	1/9/2024-31/8/2025	30	\$50,000.00	TBC
Activities of Integration Education (e.g. lunchtime programs, voluntary services)	To enhance the generic skills of students with SEN.	Students with SEN actively participate and enjoy the activity.	Observation / Participant questionnaires	1/9/2024-31/8/2025	80	\$30,000.00	N.A.





Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation	Period / Date activity to be held	Estimated No. of participants	Estimated expenditure (\$)	Name of partner / service provider (if applicable)
Training Programmes for Parents & Teachers	To enhance parents and teachers' understanding of students with SEN.	Participants' caring skills for students with SEN are enhanced.	Observation / Participant questionnaires	1/9/2024-31/8/2025	100	\$3,000.00	N.A

Balance brought forward from 2023/2024: \$128,289.94

Total estimated grant to be received from EDB for 2024/25: \$972,432.00

Total amount for the proposed activities: \$1,039,000.00

Estimated Surplus: \$61,721.94





Plan on Use of Diversity Learning Grant on P.E. (2024-2025)

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
1. To facilitate the implementation of NSS PE	<p>NSS PE</p> <ul style="list-style-type: none"> - To relieve PE teachers' workload so that teachers can concentrate on developing better teaching - To provide SBA support for PE teachers <p>Other Subjects</p> <p>To allow teachers to have more learning opportunities to attend seminars</p>	<ul style="list-style-type: none"> - Employing a Subject Assistant to provide support to the PE Department 	<ul style="list-style-type: none"> - Handle Physical Education administrative work and relieve PE teachers' workload. - Assisting PE Teachers' to prepare teaching and learning materials. - Assisting PE Teachers on regular practical training. - Substitute lessons if needed, so that teachers can have more time to attend seminars, and to enhance their professional development 	12 months (1/9/24 – 31/8/25)	<p>\$5,365.00 (approx.) x 12 months (+MPF) = \$67,600.00 (approx)</p> <p>Total: \$67,600.00 (approx.)</p>	<ul style="list-style-type: none"> - At least 5 sets of teaching-related materials would be produced. - The staff will provide at least 1 session of practical training to students per week. - The staff will support the training and competitions of the Volleyball Team - The staff will substitute lessons if teachers need to attend seminars. 	<ul style="list-style-type: none"> - Count the number of teaching materials produced - Count the number of pair-teaching lessons. - Count the number of practical training sessions. - Inspection by Teacher i/c. 	<p>PE Teacher</p> <p>Mr Yu C.W.</p> <p>Mr. Chan K.H.</p>
2. To procure PE valuable learning experiences for students	<ul style="list-style-type: none"> - To enhance the quality of Learning and Teaching in both our school and Joint school Program 	<ul style="list-style-type: none"> - Employing tutors or coaches to provide professional trainings to PE electives students - Students take athletic courses. 	<ul style="list-style-type: none"> - Motivation of students in active learning - Improvement on practical skills 	1/9/24– 31/8/25	Total: \$26,000.00 (approx.)	<ul style="list-style-type: none"> - PE elective students engage both in at least ten fitness lesson and one athletic course. - The performance of the Fitness Assessment improved. 	<ul style="list-style-type: none"> - Count the number of lessons provided - Count the number of students involved - Inspection by Teacher i/c. 	<p>PE Dept. Head</p> <p>Mr Yu C.W.</p>





Balance B/F 2022/23: \$0

Total estimated grant to be received from EDB for 2024/2025: \$93,600.00

Total estimated expenditure 2024/25: \$93,600.00

Balance C/F 2023/24 : \$0

Total amount for this proposal: \$93,600.00

	Item 1	Item 2	Total
Amount	\$67,600.00	\$26,000.00	\$93,600.00





Appendix III-b

Three-year Plan – Measures to Broaden Students’ Choices of Elective Subjects and Provision of Gifted Education Programmes **for the 14th Cohort (2022/23 to 2024/25) of Senior Secondary Students**

The following program is adopted with the support of EDB’s Diversity Learning Grant (DLG):

DLG funded program	Strategies & benefits anticipated	Name of the course	Duration of the course	Target students	Estimated no. of students involved in each school year			Evaluation of student learning	Teacher in charge
					22/23	23/24	24/25		
Applied Learning (ApL)	<ul style="list-style-type: none"> - To offer a range of ApL courses for students with different learning needs and interests - To broaden students’ diversified learning experiences and develop their career aspirations 	ApL courses in the following areas of studies: <ul style="list-style-type: none"> - Applied Japanese and Japanese Culture - Medical Laboratory Science 	180 hours in 2 years for each course	S5 & S6 students of this cohort of students	0 (Updated)	3 (Updated)	3 (Updated)	<ul style="list-style-type: none"> - Students meet the 80% minimum attendance rate - Students submit course assignments on time - Successful completion of the ApL courses by students as shown in their learning records - Survey / evaluation report on students’ feedback - Level of achievement attained in HKDSE 	WTC (ACD)





Three-year Plan – Measures to Broaden Students’ Choices of Elective Subjects and Provision of Gifted Education Programmes
for the 15th Cohort (2023/24 to 2025/26) of Senior Secondary Students

The following program is adopted with the support of EDB’s Diversity Learning Grant (DLG):

DLG funded program	Strategies & benefits anticipated	Name of the course	Duration of the course	Target students	Estimated no. of students involved in each school year			Evaluation of student learning	Teacher in charge
					23/24	24/25	25/26		
Applied Learning (ApL)	<ul style="list-style-type: none"> - To offer a range of ApL courses for students with different learning needs and interests - To broaden students’ diversified learning experiences and develop their career aspirations 	ApL courses in the following areas of studies: <ul style="list-style-type: none"> - Korean Language and Culture - Law Enforcement in Hong Kong 	180 hours in 2 years for each course	S5 & S6 students of this cohort of students	0 (Updated)	3 (Updated)	3 (Estimated)	<ul style="list-style-type: none"> - Students meet the 80% minimum attendance rate - Students submit course assignments on time - Successful completion of the ApL courses by students as shown in their learning records - Survey / evaluation report on students’ feedback - Level of achievement attained in HKDSE 	WTC (ACD)





Three-year Plan – Measures to Broaden Students’ Choices of Elective Subjects and Provision of Gifted Education Programmes
for the 16th Cohort (2024/25 to 2026/27) of Senior Secondary Students

The following program is adopted with the support of EDB’s Diversity Learning Grant (DLG):

DLG funded program	Strategies & benefits anticipated	Name of the course	Duration of the course	Target students	Estimated no. of students involved in each school year			Evaluation of student learning	Teacher in charge
					24/25	25/26	26/27		
Applied Learning (ApL)	<ul style="list-style-type: none"> - To offer a range of ApL courses for students with different learning needs and interests - To broaden students’ diversified learning experiences and develop their career aspirations 	ApL courses in the following areas of studies: <ul style="list-style-type: none"> - Computer Game and Animation Design - Applied Psychology - Aviation Studies - Child Care and Education - The Essentials of Theatre Arts - Accounting for e-Business - Western Cuisine 	180 hours in 2 years for each course	S5 & S6 students of this cohort of students	0 (Updated)	10 (Estimated)	10 (Estimated)	<ul style="list-style-type: none"> - Students meet the 80% minimum attendance rate - Students submit course assignments on time - Successful completion of the ApL courses by students as shown in their learning records - Survey / evaluation report on students’ feedback - Level of achievement attained in HKDSE 	WTC (ACD)





Appendix IV

Plan on the Use of the Promotion of Reading Grant 2024/2025 School Year

The major objectives of promoting reading:

- (1) To support subjects and departments in strengthening the promotion of reading
- (2) To encourage students to develop a good reading habit from a young age.

	Strategies & Task	Benefits Anticipated	Estimated Expenses	Success Criteria	Methods of Evaluation
1	Purchase of Books Acquisition of appropriate and adequate numbers of library books on different reading themes: Chinese Language, English Language, Science, Technology Education, Personal, Social and Humanities Education, Arts Education and Physical Education to facilitate the implementation of extensive reading scheme. ✓ Printed books Enrichment of library stock. ✓ e-Books & Magazines Enrichment of ebook stock. ✓ e-Books Information Kiosk	All subject & department and all school library readers.	\$36,000.00	Enrichment on library stock and whole school participation in reading scheme.	Stock record, meeting and reports from teachers.
2	Promotion of online learning platform To enrich the school learning environment to promote good learning attitudes and habits. ✓ Online Question Bank	All F4 to F6 students.	\$17,000.00	Number of self-initiative exercise conducted.	Questionnaire & usage of record.





	Strategies & Task	Benefits Anticipated	Estimated Expenses	Success Criteria	Methods of Evaluation
3	Reading Activities Conduction of reading talk in the Reading Celebration Day at the end term. ✓ Hiring writers, professional storytellers, etc. ✓ Hire of service from external service providers to organise learning activities related to the promotion of reading ✓ Hiring of transportation service for public library visit.	All F1 to F6 students.	\$13,300.00	Talk, courses and library visit organized.	Participation of student. Student course work. Questionnaire.

People Responsible :

Teacher-librarian : LTF

The Reading Promotion Committee : WTC, LKC, PWH, LCO, NYK

The subject and executive departments concerned

Budget

Balance brought forward from 2023/24	: <u>HK\$132.02</u>
Total estimated grant to be received from EDB for 2024/25	: <u>HK\$66,176.00</u>
Total estimated grant to be expensed in 2024/25	: <u>HK\$66,300.00</u>
Estimate surplus in 2024/25	: <u>HK\$8.02</u>





Appendix V

姊妹學校交流計劃

2024/2025

內地姊妹學校名稱 (1):	上海市徐匯中學
(2):	上海市第四中學
(3):	杭州市第十四中學
(4):	寧波市鎮海區中興中學
(5):	惠州市博羅縣東江博雅學校

項目編號	交流項目名稱及內容	預期目標	監察／評估	預算開支	
1	本校校長及老師代表到訪寧波及探訪寧波姊妹學校。	本校校長及教師代表前往寧波及拜訪姊妹學校，增進對當地文化的了解，並加強兩校之間的互動與交流，促進持續的聯繫與合作。	<ul style="list-style-type: none"> 校長及教師代表順利完成探訪，並與姊妹學校保持聯繫。 參與的校長和老師們均表示，此次活動讓他們對寧波及姊妹學校有了更深刻的理解。	校長及老師代表到訪寧波姊妹學校部份交流開支。	\$ 20,000.00
2	添置硬件裝備，讓本校老師及學生參加與姊妹學校一起舉辦的網上課程或活動。	透過添置硬件設備，促進本校師生參加與姊妹學校共同舉辦的網上課程及交流活動，從而豐富他們的互動體驗。	本校成功策劃，並順利舉辦了與姊妹學校共同參加的網上課程和活動。	添置硬件裝備，例如：LED 顯視屏/互動智能觸控電子白板、平板電腦、麥克風、鏡頭、拍攝器材等等。	\$ 120,000.00





3	添置航拍機，拍攝本校校舍及活動過程	透過添置航拍機，拍攝本校校舍及活動過程片段，讓未能親到本校的姊妹學校老師及同學，對本校校舍及舉辦的活動有進一步的認識。	成功拍攝本校校舍及舉辦的活動片段，讓姊妹學校對本校增加認識。	添置航拍機	\$20,000.00
4	本校策劃及舉辦與姊妹學校一同參加的網上課程或活動。	讓兩地學生共同參加網上課程或活動，一同學習新課題和體驗新事物，例如：學習STEM 課程、進行網上遊歷等。 舉辦多媒體交流活動能突破地域界限，讓校內更多師生能參與內地姊妹學校活動，互相啟發、彼此學習，惠及兩地學校的教育需要。	<ul style="list-style-type: none"> 約七成的參與師生表示，通過此次活動增進了對姊妹學校的了解。 約七成的學生反映，參與此次活動，使他們對活動範疇有了更深刻的認識。	購買課程或舉辦活動	\$40,000.00
(2023/24 年度餘額: \$145,143.40) (2024/25 年度收入: \$159,955.00) 2024/25 年度總支出					\$ 200,000.00





Plan on the Use of the Life-wide Learning Grant 2024 - 2025 School Year

Schools are required to upload this Plan or the Annual School Plan which consist of this Plan endorsed by their SMCs / IMCs onto the homepage of the schools for the sake of enhancing transparency and in accordance with the established practice.

Declaration: We understand clearly the principles on the use of the Life-wide Learning Grant and, after consulting teachers on the allocation of the resources, plan to deploy the Grant for promoting the following items.

Category 1: To organise / participate in life-wide learning activities

Schools are required to complete this part						Completion of this part is not mandatory								
No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put ✓ in the appropriate box(es); more than one option can be selected) I: Intellectual Development (closely linked with curriculum) V: Value Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
			Level	Estimated Number of Participants						I	V	P	S	C
1.1	Local Activities: To organise life-wide learning activities in different KLAs / cross-KLA / curriculum areas to enhance learning effectiveness, or to organise diversified life-wide learning activities to cater for students' interests and abilities for stretching students' potential and nurturing in students positive values and attitudes													
1	Experiential Learning Activities	Sept 2024 to Aug 2025	F1 to F6	741	\$75,000.00	\$101.00	Visit, field trip and workshops for each form / class with thematic learning Objective: To broaden students' learning experiences outside classroom.	Cross-Disciplinary (Others)	Observation Feedback from teachers and students	✓	✓	✓	✓	✓





Schools are required to complete this part							Completion of this part is not mandatory							
No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put ✓ in the appropriate box(es); more than one option can be selected) I: Intellectual Development (closely linked with curriculum) V: Value Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
			Level	Estimated Number of Participants						I	V	P	S	C
2	Day for you	20/9/2024	F1 to F6	741	\$40,650.00	\$55.00	Team spirit building activities being held outside school Objective: To equip students to get along with new school term.	Cross-Disciplinary (Others)	Evaluation in staff meeting Feedback from teachers and students	✓	✓	✓	✓	✓
3	Picnic	11/11/2024	F1 to F6	741	\$143,000.00	\$193.00	Team spirit building activities being held outside school Objective: To equip students with healthy and balanced life.	Cross-Disciplinary (Others)	Evaluation in staff meeting Feedback from teachers and students	✓	✓	✓		





Schools are required to complete this part							Completion of this part is not mandatory							
No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put ✓ in the appropriate box(es); more than one option can be selected) I: Intellectual Development (closely linked with curriculum) V: Value Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
			Level	Estimated Number of Participants						I	V	P	S	C
4	Stage Cultural Day	5/3/2025	F1 to F5	633	\$92,700.00	\$146.00	Art appreciation activity being held outside school Objective: To experience a full scale art performance and nurturing students positive values and attitudes.	Arts (Others)	Observation Feedback from teachers and students	✓	✓	✓		✓
5	Life wide learning day	20/3/2025 to 22/3/2025	F1 to F5	633	\$26,000.00	\$41.00	Visit and field trip with thematic learning in China Objective: To broaden students' learning experiences outside classroom.	Cross-Disciplinary (Others)	Evaluation in staff meeting Feedback from teachers and students	✓	✓	✓		✓





Schools are required to complete this part						Completion of this part is not mandatory								
No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put ✓ in the appropriate box(es); more than one option can be selected) I: Intellectual Development (closely linked with curriculum) V: Value Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
			Level	Estimated Number of Participants						I	V	P	S	C
6	40th Anniversaries Celebration Activity	Sept 2024 to Aug 2025	F1 to F6	730	\$90,000.00	\$123.00	Activity includes an Open Day and a variety show that showcase our rich history and achievements. Objective: To celebrate four decades of service, engage with the community, foster connections, and highlight our mission through entertainment and interaction, creating a memorable experience for all attendees.	Cross-Disciplinary (Others)	Observation Feedback from teachers and students	✓	✓	✓	✓	✓





Schools are required to complete this part						Completion of this part is not mandatory								
No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put ✓ in the appropriate box(es); more than one option can be selected) I: Intellectual Development (closely linked with curriculum) V: Value Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
			Level	Estimated Number of Participants						I	V	P	S	C
7	Visit, field trips, workshops and competition	Sept 2024 to Aug 2025	students with interest	741	\$256,000.00	\$345.00	Extended courses and competitions in choral speaking, VA, Music, Dance, Sports and other subjects. Objective: To broaden students' learning experiences outside classroom.	Cross-Disciplinary (Others)	Observation of students' performance Evaluation in subject meeting	✓	✓	✓	✓	✓





Schools are required to complete this part						Completion of this part is not mandatory								
No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put ✓ in the appropriate box(es); more than one option can be selected) I: Intellectual Development (closely linked with curriculum) V: Value Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
			Level	Estimated Number of Participants						I	V	P	S	C
8	Music for all scheme	Sept 2024 to Aug 2025	F1 and students with interest	230	\$285,000.00	\$1,239.00	A regular music course throughout the year for all F.1 students and students with interests. Objective: To cater students' interests and abilities, develop students' aesthetic sensibility.	Arts (Music)	Observation of students' performance in classroom Performance in the final concert	✓	✓	✓		
Sub-total of Item 1.1					\$1,008,350.00									





Schools are required to complete this part						Completion of this part is not mandatory								
No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put ✓ in the appropriate box(es); more than one option can be selected) I: Intellectual Development (closely linked with curriculum) V: Value Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
			Level	Estimated Number of Participants						I	V	P	S	C
1.2 Non-Local Activities: To organise or participate in non-local exchange activities or non-local competitions to broaden students' horizons														
1	Non local study tour	Sep 2023 to Aug 2024	students with interest	200	\$380,000.00	\$1,900.00	Study tour to Korea & Singapore Objective: To promote student's motivation in learning, experience the culture and carry out investigation during the tour.	Cross-Disciplinary (Others)	Observation Feedback from teachers and students Project learning	✓	✓	✓		✓
Sub-total of Item 1.2					\$380,000.00									
Total for Category 1					\$1,388,350.00									




Category 2: To procure equipment, consumables or learning resources for promoting life-wide learning (Compulsory)

No.	Item	Purpose	Estimated Expenses (\$)
1	STEM Learning Kits	STEM Interest Group Activity	\$35,000.00
2	PE materials & Instrument for PE and Music subject	To promote Physical education and Art education in the school curriculum.	\$30,000.00
Estimated Expenses for Category 2			\$65,000.00
Estimated Expenses for Categories 1 & 2			\$1,453,350.00

Category 3: Estimated Number of Student Beneficiaries (Compulsory)

Total number of students in the school:	741
Estimated number of student beneficiaries:	741
Percentage of students benefitting from the Grant (%):	100%





Appendix VII

Po Leung Kuk Lo Kit Sing (1983) College Plan on the Use of Teacher Relief Grant (TRG) for the School Year 2024/2025

Task Area	Major Areas of Concern	Strategies / Tasks	Time Scale	Expected Amount
Curriculum Development	1. To facilitate curriculum development and enhance the efficient use of manpower resources	<ul style="list-style-type: none"> To employ contract teachers (CN, EN, ICT, MB, PE, SC) and CNET to enhance learning and teaching 	Sep 2024 – Aug 2025	Salary including MPF: \$ 3,620,000.00
	2. To enhance learning and teaching effectiveness and to relieve teachers' administrative duties	<ul style="list-style-type: none"> To employ supporting staff (Project Organiser, Activity Organiser, Teacher Assistant and Assistant Teacher, etc.) to enhance learning and teaching 	Sep 2024 – Aug 2025	Salary including MPF: \$ 1,300,000.00
	3. To enhance students' learning outcomes	<ul style="list-style-type: none"> To employ tutors and coaches to conduct enrichment lessons for students to cater for learning diversity and enhance learning effectiveness To buy services including courses to broaden students' horizons and enrich their life-wide learning experiences To subsidize students to sit mock examinations to enhance their learning outcomes 	Sep 2024 – Aug 2025	Salary including MPF & Service Charge: \$ 200,000.00
	4. To take better care of students' mental health	<ul style="list-style-type: none"> To employ one more social worker to provide students counselling service and mental support 	Sep 2024 – Aug 2025	Salary including MPF: \$ 585,000.00
			Total:	\$ 5,705,000.00

Balance brought forward from 2023/24 : \$5,924,037.19

Total estimated grant to be received in 2024/25: \$ 5,645,660.00

Total estimated grant to be expensed in 2024/25: \$ 5,705,000.00

Estimated surplus in 2024/25: \$ 5,864,697.19





Appendix VIII

Po Leung Kuk Lo Kit Sing (1983) College

Plan on the Use of Funding for Enhancing Support for Learning and Teaching Chinese for Non-Chinese Speaking Students 2024/2025

(1)

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
- To appoint an additional Teacher for the support of learning and teaching of NCS students.	<p>-To enhance the support for NCS students learning of Chinese</p> <p>- To provide NCS students with additional after school Chinese learning support</p> <p>-To create an inclusive learning environment in school</p> <p>-To equip NCS students and teachers with updated and related teaching and support so that they can have adequate knowledge and skills to learn Chinese Language</p> <p>-To encourage local students to get along with NCS students</p>	<p>- After school learning support will be arranged for NCS students:</p> <p>*Chinese learning and enhancing class</p> <p>*Chines lesson support</p> <p>*reading program</p> <p>*peer learning from local students</p> <p>*essay writing</p> <p>*Chinese Culture appreciation activities</p>	<p>-NCS students will have more support to learn Chinese by the support of the Teacher</p> <p>-Enhance the learning of NCS students by the peer cooperation and support</p> <p>-Creating a good and harmonious environment to both NCS and local students</p>	1/9/2024-31/8/2025	Total: \$159,041.00	<p>-The NCS students will be more effective in learning Chinese</p> <p>- The NCS students will have more interest and confidence in learning Chinese</p> <p>- The NCS students are encouraged to integrate into the school</p>	<p>- Evaluation by teachers</p> <p>- Peer lesson observation among teachers teaching Chinese Language</p> <p>- Feedback from NCS students</p>	<p>-Chinese Language Panel Head – Ms Chan Nga Fun and Chinese Language Deputy Panel Head- Mr Fan Tat Yuen</p>





Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
	-To equip NCS students and teachers with updated and related teaching and support so that they can have adequate knowledge and skills to learn Chinese Language -To encourage local students to get along with NCS students							

Total amount for this proposal: \$159, 041.00

	Item1	Total
Amount:	\$159,041.00	\$159,041.00

Total estimated grant to be received from EDB for 2024/2025: \$159,041.00

Total estimated expenditure 2024/2025: \$159,041.00

Estimated surplus: \$0





Appendix IX

保良局羅傑承(一九八三)中學 運用「支援推行公民與社會發展科一筆過津貼」計劃書 (2024/2025)

(1)

項目	關注重點	推行計劃	預期好處	推行時間	所需資源	表現指標	評估機制	負責人
資助學生及／或教師前往內地，參加和公民科課程相關的教學交流或考察活動	為老師及學生提供和公民科課程相關的內地考察交流活動	<ul style="list-style-type: none"> - 資助學生參加內地考察／交流活動的費用 - 資助教師前往內地參加和公民科課程相關的教學交流活動費用 	<ul style="list-style-type: none"> - 提升學生學習本科的興趣和能力 - 學校在整合教育局提供的不同津貼，為學生規劃更豐富多元的學習活動 	全年 (1/9/24 – 31/8/25)	\$2,962.00	<ul style="list-style-type: none"> - 為師生提供內地交流機會 - 學生能清楚表達考察所得和作出個人反思 	學生的交流匯報	相關科組負責老師及領團老師

此計劃書的總金額: **HK\$2,962.00**

教育局的公民與社會發展科一筆過津貼 2021-2024 : \$300,000.00

總預計支出 2024/2025 : \$ 2,962.00

總預計盈餘 : \$0.00





Appendix X

保良局羅傑承(一九八三)中學
維護國家安全及國家安全教育相關措施的工作計劃 2024/25 學年

範疇	措施	評估方法	推行時間	負責人	所需資源
學校行政	<p>透過「維護國家安全及國家安全教育」工作小組：</p> <ul style="list-style-type: none"> - 持續協調及監察各科組執行有關措施的落實情況和成效。 - 小組於每學期檢視各科組的學與教資源教材及設備的報告 - 促進不同持份者的溝通和協作，加強學生品德培養和相關的訓育輔導工作。 	<ul style="list-style-type: none"> - 教師問卷／觀察 - 每學期檢視各科就「維護國家安全及國家安全教育」的進度報告 	2024/25 全學年	<ul style="list-style-type: none"> - 副校長 3 - 小組成員 - 學生成長支援組： • GCD • DID • CRD • CMNSHE 	<ul style="list-style-type: none"> - 教育局發出的通告 - 教育局課程文件
	<ul style="list-style-type: none"> - 加強防範和制止在學校裏進行任何違反《基本法》、《香港國安法》和所有適用於香港的法律的教學和活動，預防並處理政治或其他違法活動入侵校園，以免干擾學校的正常運作，影響學生學習。 - 根據由保良局制備及經法團校董會通過的「教職員行為守則」，並參考教育局不時發出／更新的指引，因應校本情況，完善具體策略和應變措施，包括如何處理學生違規及教師專業操守事宜，締造平和有序的校園環境和氣氛，協助學生建立正面的價值觀，並防止政治活動入侵校園。 - 持續優化校本應變措施，當校園出現涉及危害國家安全的行為和活動時，啟動既有的危 	<ul style="list-style-type: none"> - 教職員通告 - 會議記錄文件 - 定期檢討有關策略及應變措施 	2024/25 全學年	<ul style="list-style-type: none"> - 校長 - 副校長 3 - DID - ACD - 助理行政主任 - 各部門主管 	<ul style="list-style-type: none"> - 教育局發出的通告 - 教育局課程文件 - 保良局指引



範疇	措施	評估方法	推行時間	負責人	所需資源
學校行政 (續)	<p>機處理機制，適時處理突發情況，適時尋求警方協助及向教育局報告。</p> <ul style="list-style-type: none"> - 學校進行採購時，須在報價／招標文件中，跟據已更新的「資助學校採購程序指引」加入具體條款，列明基於國家安全而容許學校取消供應商的資格和終止相關合約。 				
	<p>強化校舍管理機制及程序</p> <ul style="list-style-type: none"> - 於教師手冊中加入當值老師須就維護國家安全巡查校園的工作須知。 - 包括租借校園設施、巡查校園範圍，確保校園活動及展示的字句或物件不會涉及危害國家安全。 - 定期檢視圖書館的實體及電子藏書，參照公共圖書館對館藏的審視機制及專業判斷，經由科任老師及科組負責人檢視後，將不恰當的書籍下架。 - 確保校園內以學校名義舉辦的活動（包括學生活動、課外活動、邀請校外嘉賓演講、校友或家長教師會為學生舉辦的活動、校外導師任教的活動等），不會涉及危害國家安全的行為和活動。 - 校外人士到校進行/舉辦活動均須簽署「校外人士到校進行/舉辦活動維護國家安全承諾書」。 	<ul style="list-style-type: none"> - 觀察／活動檢討 - 定期檢視圖書館館藏 	2024/25 全學年	<ul style="list-style-type: none"> - 副校長 3 - 助理行政主任 - GAD - CCA - 當值老師 - 圖書館主任 	



範疇	措施	評估方法	推行時間	負責人	所需資源
學校行政 (續)	<p>定期升掛國旗及奏唱國歌</p> <ul style="list-style-type: none"> - 於學生返學日子，每周舉行升旗儀式及奏唱國歌。 - 組織學生升旗隊，加強訓練，以更符合國情的中式步操於重要日子負責升旗儀式。 - 於重要日子、主要典禮及特別場合升掛國旗及奏唱國歌，又透過「國旗下的講話」分享國家新近發展、中華文化、中國歷史、國歌／國旗／國徽的意義等不同題目。 - 以加強學生對國情和國家安全的認識、提升國民身份認同，以及培育他們成為守法的良好公民。 	<ul style="list-style-type: none"> - 觀察學生反應 - 活動檢討 - 學生反思 	2024/25 全學年	<ul style="list-style-type: none"> - 副校長 3 - CMNSHE - 國安教育組 	<ul style="list-style-type: none"> - 升旗隊
	<p>安排內地交流</p> <ul style="list-style-type: none"> - 鼓勵更多教師參與內地考察，親身了解內地新近發展，以第一身了解國情。 - 每年安排學生到姊妹學校交流，親身體驗不同地區的文化、習俗和生活方式，有助他們理解和尊重多元文化，增強對中華文化的認同感。 - 讓學生參與當地的學習和生活，更好地了解國家的教育體系和社會結構，增強他們對國家的歸屬感。 - 透過參觀歷史遺跡和博物館，師生可以更了解國家的歷史和發展，從而增強對國家的認同感和自豪感。 	<ul style="list-style-type: none"> - 觀察學生反應 - 活動檢討 - 學生反思 	2024/25 全學年	<ul style="list-style-type: none"> - 副校長 1 - OCE - 公民科 	





範疇	措施	評估方法	推行時間	負責人	所需資源
人事管理	<p>持續監察執行員工聘任機制和程序的落實情況和成效</p> <ul style="list-style-type: none"> - 學校於招聘時，若發覺應徵者操守有問題，會透過校長向保良局及教育局呈報，供局方作出跟進行動。 - 學校跟據《僱傭條例》、《教育條例》、《教育規例》、其他相關法例及僱傭合約，以及《資助則例》和教育局發出的相關指引，包括教育局通告第 7/2021 號《加強保障學童的措施：學校教學及非教學人員的聘任》，辦理員工聘任程序。 - 新聘的教師（包括新入職教師及轉校教師）已在《基本法及香港國安法》測試取得及格成績。 - 加強員工管理，要求所有教職員細閱教育局公布的《教師專業操守指引》，讓他們知道教育局、學校以及社會對教師專業及操守的要求和期望，並依據《指引》做好教書育人的工作。提醒教師《指引》第二項準則「恪守法治」：守法守規。尊重當局及學校的合法權力。讓所有教職員正確理解《憲法》、《基本法》和《香港國安法》，自覺維護國家安全、社會秩序及公眾利益，履行社會責任和公民義務，積極支持及推廣國民教育，培養學生 	<ul style="list-style-type: none"> - 觀察員工日常工作表現 - 若遇到應徵者操守有問題，均不予錄用，並向保良局及教育局呈報，以供局方考慮採取跟進行動。 - 若得悉員工涉嫌干犯嚴重罪行或失德行為，學校會根據教育局通告第 7/2021 號所規定，向教育局呈報，以供局方考慮採取跟進行動。 	2024/25 全學年	<ul style="list-style-type: none"> - 校長 - 副校長 1 - 助理行政主任 - 各部門主管 	<ul style="list-style-type: none"> - 教育局通告 - 相關法例條文



範疇	措施	評估方法	推行時間	負責人	所需資源
人事管理 (續)	<p>正確的國家觀念。</p> <ul style="list-style-type: none"> 向新入職員工講解及派發「保良局教職員行為守則」，並連同聘書一同簽署及同意予以遵守。現職員工均在每學年初的校務會議要求簽署及予以遵守。並提醒教師應時刻秉持專業操守，以及違反專業操守的嚴重後果。教職員必須奉公守法，亦有責任合力締造平和有序的校園環境和氣氛。 				
	<ul style="list-style-type: none"> 根據保良局與校本的人事管理和考績機制，適時及適當地跟進教職員的工作表現及操守。嚴肅處理涉及教師專業失當的表現。對於經調查後成立的個案，學校跟參考《指引》的準則，依據《僱傭條例》、《資助則例》（資助學校適用）及與有關教師簽訂的僱傭合約的條款，採取適當的紀律行動。 向學校所有教學和非教學人員清楚說明教職員均須秉持專業操守遵守法律及社會接受的行為準則，以符合社會對他們的道德及專業方面的期望，保障學生的福祉。 	<ul style="list-style-type: none"> 會議記錄文件 年度考績報告 	2024/25 全學年	<ul style="list-style-type: none"> 校長 副校長 1 各部門主管 	<ul style="list-style-type: none"> 年度考績評量
	<p>持續檢視外聘非教學人員的機制和程序</p> <ul style="list-style-type: none"> 透過以購買服務形式聘用的非教學人員（包括專責人員例如學校社工、教育心理學家、言語治療師、教練、興趣班導師等）的招標文件／服務合約中，列明其工作表現和操守 	<ul style="list-style-type: none"> 招標文件 服務合約 	2024/25 全學年	<ul style="list-style-type: none"> 校長 助理行政主任 各部門主管 	<ul style="list-style-type: none"> 教育局通告



範疇	措施	評估方法	推行時間	負責人	所需資源
人事管理 (續)	須符合要求，包括防範及制止違反《基本法》、《香港國安法》和其他法律的活動。				
教職員培訓	<p>持續鼓勵及安排教職員參加專業培訓</p> <ul style="list-style-type: none"> - 確保新入職教師及晉升教師按教育局的要求及指示，參加內地學習團，增加他們到內地考察的機會，讓他們親身體驗國家發展，加強培養學生國民身份認同的能力。 - 確保教職員接受適當的國家安全教育培訓，例如由教育局舉辦有關《憲法》、《基本法》及《香港國安法》的培訓課程，加深教師對香港的法治制度、一國兩制，以及國家安全的認識。 - 持續透過內部通告、教師會議、教師發展日等，提升教職員對《香港國安法》的認識。 - 鼓勵教師更多參與專業交流，吸取前人的成功經驗，以推動國家安全教育工作。 	<ul style="list-style-type: none"> - 教師問卷／觀察 - 教職員通告 - 收集及統計教師持續專業發展記錄 	2024/25 全學年	<ul style="list-style-type: none"> - 校長 - 副校長 3 - 教師專業發展組 	<ul style="list-style-type: none"> - 教育局舉辦的培訓課程／講座或研討會 - 認可培訓機構的培訓課程
學與教	<p>加強全校層面的課程統籌與策劃，增潤各科組按學生的認知能力：</p> <ul style="list-style-type: none"> - 檢視及增潤相關學習領域／科目、德育、公民及國民教育，以及有關《憲法》和《基本法》等課程內容，讓學生清楚認識國家安全的重要性、《香港國安法》的立法背景、內容和意義等，鞏固學生對國情、中華文化，以 	<ul style="list-style-type: none"> - 科組課程內容 - 日常觀察 - 收集學生意見 - 學生反思 - APASO 	2024/25 全學年	<ul style="list-style-type: none"> - 教務組 - 各科組 - CMNSHE - OLE 	<ul style="list-style-type: none"> - 教育局提供的學與教資源



範疇	措施	評估方法	推行時間	負責人	所需資源
學與教 (續)	<p>及《憲法》和《基本法》的認識，從而提升他們的國民身份認同、守法精神，以及共同維護國家安全的意識和責任感。</p> <ul style="list-style-type: none"> - 透過全校層面的課程及全方位學習活動，按學生的認知發展及能力，進一步加強他們對國家歷史和發展的認識，提升國民身份認同。 				
	<ul style="list-style-type: none"> - 持續檢視課程的設計以及選取或編訂的學與教資源內容和質素符合課程發展議會於各學習階段課程所訂定的課程宗旨、目標和內容，並切合學生的程度和學習需要。 - 清楚提醒教師，不得向學生宣揚個人政治立場或傳達扭曲的價值觀、發表煽動性的言論、在教材／學材上滲入偏頗／欠缺事實佐證／不符課程宗旨和目標的內容或資料，甚或直接或間接鼓動或默許學生參與校外政治活動等。這些行為均有違專業操守，不可接受。 	<ul style="list-style-type: none"> - 課堂教學及教學材料能符合課程發展議會訂定的要求 	2024/25 全學年	<ul style="list-style-type: none"> - 副校長 2 - 教務組 - 各科組 	<ul style="list-style-type: none"> - CDI 課程文件及評核指引
	<p>強化校本監察機制</p> <ul style="list-style-type: none"> - 定期檢視校內各學習領域、科目及跨學科學與教資源的內容和質素，確保校本課程的設計，以及選取或編訂的學與教資源（包括圖書館實體和電子版藏書、由校本設計／從外間訂購／為學生代訂的印刷和電 tử 版本教科書、教學材料、網上閱讀平台及其他電子 	<ul style="list-style-type: none"> - 建立校本學與教資源素材庫 - 各科會議記錄 	2024/25 全學年	<ul style="list-style-type: none"> - 副校長 3 - CMNSHE - 國安教育組 	<ul style="list-style-type: none"> - 校本學與教資源 - 外間提供的學與教資源 - 檔案伺服器



範疇	措施	評估方法	推行時間	負責人	所需資源
學與教 (續)	<p>和網上學習資源，以及測考試卷) 內容和質素符合課程發展議會於各學習階段課程所訂定的課程宗旨、目標和內容，資料必須正確、完整、客觀和持平，並切合學生的程度和學習需要。</p> <p>建立素材庫</p> <ul style="list-style-type: none"> - 指示教師上載教材及教師所設計的課業、參考資料、擬備的測考題目等於學校檔案伺服器內，以便校長、副校長、科主任有效瞭解及檢視課程內容及設計，以符合教育局要求及規定。 - 各科組須將有關《憲法》、《基本法》教育及國家安全教育的校本學與教資源上載於學校檔案伺服器內存檔，並加入年期規定，存檔3年，供小組成員及相關科主任持續監察。 				
學生訓輔及支援	<p>持續檢視及制定校本訓、輔機制，以配合社會的發展及《香港國安法》的實施。</p> <ul style="list-style-type: none"> - 加強正向教育及加強學生品德培養和相關的訓育輔導工作；提升學生的資訊素養，發展學生在搜尋、評估及使用資訊（包括社交媒體）等能力，引導他們建立正確的價值觀和同理心，成為守法守規的良好公民。 - 透過向教師提供與資訊素養相關的專業培訓，以加強他們對資訊素養的認識，協助引導 	<ul style="list-style-type: none"> - 向學生說明行為要求 - 學生能建立責任感、承擔和守法精神 	2024/25 全學年	<ul style="list-style-type: none"> - GCD - DID - ICT - CMNSHE 	<ul style="list-style-type: none"> - 正向教育工作坊 - 資訊素養教師專業培訓 - 周會 - 早會



範疇	措施	評估方法	推行時間	負責人	所需資源
學生訓輔及支援 (續)	<p>學生以正確的態度運用資訊。</p> <ul style="list-style-type: none"> - 根據校本訓輔政策，舉辦不同的訓練課程，鼓勵學生多做正面行為，向學生清楚說明校方對他們日常行為的要求，建立他們的責任感、承擔和守法精神。 - 鼓勵學生多參與制服團隊，透過制服團隊的活動，培養學生的領導能力和服務社會的精神，以提升他們的責任感及守法精神。 				
	<p>持續檢視懲處準則</p> <ul style="list-style-type: none"> - 若個別學生出現違規行為，將採取合適的訓育與輔導方法，幫助他們改善，如情況嚴重或屢勸不改，則應予適當的懲處。情況嚴重或屢勸不改者，則給予適當的懲處。因應不同需要，轉介予專業人員跟進。 - 加入獎分機制，通過正向激勵、以自我管理，鼓勵學生遵守規則和法律，和增強責任感等方式，有效提升學生的守法守規精神。 	<ul style="list-style-type: none"> - 違規學生的行為能作出改善 - 學生的操行表現 	2024/25 全學年	<ul style="list-style-type: none"> - 副校長 1 - GCD - DID 	<ul style="list-style-type: none"> - 學校社工
家校合作	<p>持續與家長保持緊密溝通</p> <ul style="list-style-type: none"> - 透過學校通告／家長日／家教會活動，與家長保持緊密溝通，尋求家長的支持、理解和配合，加強家校合作，讓家長與學校攜手促進學生有效學習及健康成長，成為守法守規的良好國民和公民。 - 舉辦親子講座/工作坊，以幫助家長建立良好 	<ul style="list-style-type: none"> - 家長支持、理解及配合學校的措施 - 家長通告、親子講座/工作坊的參與度 - 家長問卷 	2024/25 全學年	<ul style="list-style-type: none"> - 副校長 3 - 班主任 - 家教會 	<ul style="list-style-type: none"> - 家校合作活動津貼 - 工作坊 - 親子旅行



範疇	措施	評估方法	推行時間	負責人	所需資源
家校合作 (續)	<p>的親子溝通、處理與子女的衝突、幫助子女明辨是非、疏導子女負面情緒的心得和經驗。</p> <ul style="list-style-type: none"> - 於親子旅行中，放入更多國家安全原素；多舉辦與國家安全相關的家長教育活動，讓更多家長認識國家安全，有助提高學生對維護國家安全的自覺性。 				





Appendix XI

Plan on Use of One-off Grant for Mental Health at School (2024/2025)

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
1. Mental health at school	- Mental health of students and teachers	- Organizing activities and programs to provide chance for students and teachers to release their stress	- The stress of students and teachers being released	- Whole year (1/9/24 – 31/8/25)	\$25,000.00	- 70% of the participants think that they enjoy the activities. - 70% of the participants think that their stress is released through joining the activities.	- Conducting a questionnaire to solicit the participants' feedback	- Ms MAK Y.N.
2. Mental health at school	- Mental health of students	- Subsidizing 50% of the School-based Counselling Psychology Service (The remaining expenditure of the service is subsidized by other financial resources.)	- The students who are in need of mental support feeling more released and becoming more emotionally stable	- Whole year (1/9/24 – 31/8/25)	\$23,600.00	- 70% of the students think that they feel more released after getting mental support from the service. - 70% of the students' emotions become more stable after getting mental support from the service.	- Conducting a questionnaire to solicit the students' feedback	- Ms LEUNG L.H.
3. Mental health at school	- Mental health of students and teachers	- Purchasing gifts or providing treats for participants in the above organized activities	- The mental health of students and teachers being enhanced	- Whole year (1/9/24 – 31/8/25)	\$6,000.00	- 70% of the participants think that they feel happy when they get the gifts or treats from the activities.	- Conducting a questionnaire to solicit the participants' feedback	- Ms MAK Y.N.





Total amount for this proposal: HK\$54,467.30

	Item 1	Item 2	Item 3	Total
Amount:	\$25,000.00	\$23,600.00	\$6,000.00	\$54,600.00

Balance B/F 2023/24: \$54,467.30

Total estimated grant to be received from EDB for 2024/2025: \$0

Total estimated expenditure 2024/2025: \$54,467.30

Estimated deficit will be absorbed by EOEBG: \$132.70



Appendix XII Plan on the Use of One-off Grant for Mental Health of Parents and Students 2024/2025

Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation	Period / Date activity to be held	Estimated No. of participants	Estimated expenditure (\$)	Name of partner / service provider (if applicable)
Talks and Sharing focused on children's mental health	To help parents identify early signs of children's mental health problems.	Parents' understanding and abilities regarding mental health are improved.	Observation / Participant questionnaires	31/8/2024	40	\$3,500.00	BGCA
Emotional Management Programme	To teach parents some coping skills to deal with students with emotional problem(s).	Parents understand how to teach their children to manage emotions.	Observation / Participant questionnaires	1/9/2024-31/8/2025	8	\$3,000.00	TBC
Parents Supporting programmes	To provide professional support for parents.	Parents can express their feelings and concerns in handling students' emotional problems. Parents know how to relax stress.	Observation / Participant questionnaires	1/9/2024-31/8/2025	10	\$5,000.00	TBC





Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation	Period / Date activity to be held	Estimated No. of participants	Estimated expenditure (\$)	Name of partner / service provider (if applicable)
Emotional support Activity	To encourage children's positive mindset.	Parent and their child engage in positive activity together.	Observation / Participant questionnaires / Student reports	1/9/2024-31/8/2025	15 families	\$4,500.00	TBC

Received from EDB : HK\$20,000.00

Balance brought forward from 2023/2024: HK\$15,150.00

Total estimated grant to be expensed in 2024/2025 for the proposed activities: HK\$16,000.00

Estimate deficit will be absorbed by EOEBG in 2024/2025: HK\$850.00





Appendix XIII

Plan on the Use of One-off Grant on Parent Education 2024/2025

Area	Objective	Success Criterion	Method of Evaluation	Time Scale	Estimated Expenditure
1. Organizing structured or thematic parent education programmes	<ul style="list-style-type: none"> To equip parents with knowledge about adolescent development and strategies to support their children. To foster home-school co-operation and communication 	<ul style="list-style-type: none"> Parents are equipped with knowledge about adolescent development and apply strategies to support their children's growth and well-being. The partnership between parents and the school to support adolescents' development can be strengthened. 	<ul style="list-style-type: none"> Feedback from parents Questionnaires Interviews 	9/2024 to 7/2025	\$40,000.00
2. Organizing school-based parent education promotional activities relating to the "Positive Parent Campaign"	<ul style="list-style-type: none"> To promote physical and psychological well-being To promote healthy, happy and balanced development of adolescents 	<ul style="list-style-type: none"> Parents demonstrate improved physical and psychological well-being, leading to observable positive impacts on their adolescent children's development and behavior. Parents demonstrate improved understanding and application of knowledge regarding physical and psychological development at puberty, leading to enhanced support for their adolescents' whole-person development. 	<ul style="list-style-type: none"> Feedback from parents Observation APASO Interviews 	9/2024 to 7/2025	\$30,000.00

Budget

Grant received from EDB in 2023/24	:	\$200,000.00
Total estimated expenditure in 2024/25	:	\$70,000.00
Balance brought forward to 2025/26	:	\$130,000.00





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