

Work Plan on Implementation of Measures to Safeguard National Security and Promote National Security Education

School Name: St Stephen's College

Area	Measure(s)	Assessment Method	Implementation Timetable	Person-in-charge	Resources required
(A) School Administration	(a) Arrange staff meetings, talks and/or seminars for staff to understand and familiarize themselves with the legislative background provisions, significance, etc., of the National Security Law, as well as circulating relevant information, such as memos, disseminated by the government.	Teacher questionnaire	2021-2022 whole school year	Deputy Principal	--
	(b) (i) Assign an assistant principal to take charge of the overall planning and coordination of work related to safeguarding national security and national security education. (ii) Form a working group comprising the Assistant Principal, Discipline Head, Moral and Civic Education Head, ECA Head and 2 members from the Curriculum Committee.	Teacher questionnaire	September, 2021	Assistant Principal	--
	(c) The management of school premises ensures that school activities and the display of words or objects within the campus do not involve endangering national security, by reviewing the mechanisms and procedures for hiring out of school premises, patrolling the campus, and reviewing the library collections.	Observation	2021-2022 whole school year	Deputy Principal: Set up mechanisms and procedures for hiring out of school premises	--

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				<p>Library Committee: Review the library collections</p> <p>ECA and Discipline Heads: Write regulations to ensure that school activities and the display of words or objects within the campus do not involve endangering national security</p> <p>Property Department: Report and remove inappropriate display of words or objects on campus.</p>	
	(d) Set up a crisis management team to devise procedures and contingency plans to ensure that activities in the school campus do not involve political propaganda or disturbances caused to teachers and students.	Teacher questionnaire	September, 2021	Deputy Principal	--

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	<ul style="list-style-type: none"> (i) Approval has to be obtained from the Principal or Deputy Principal before holding any activities. (ii) The Administration Guide stipulates mechanisms and procedures to ensure that activities organized in the name of the school do not involve any acts and activities that endanger national security. (iii) A short paragraph declaring the school's support for national security will be included in all confirmation letters to guest speakers. (iv) The school's internal guidelines on organizing activities for students will be revised in accordance with the "Guidelines on Extra-curricular Activities in Schools" issued by the EDB. 	Teacher questionnaire and event evaluation	2021-2022 whole school year	<p>Principal and Deputy Principal: Approve school activities</p> <p>ECA Head: Revise the school's internal guidelines on organizing activities for students</p>	--
(B) Staff Management	<ul style="list-style-type: none"> (a) Responsibilities of staff to support national security education will be stipulated in the Administration Guide. (b) Circulars regarding national security education will be sent to staff. 	Teacher questionnaire	<p>September, 2021</p> <p>2021-2022 whole school year</p>	Principal and Deputy Principal	--

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(C) Staff Training	(a) Talks will be arranged to enhance staff's understanding of national security education.	Event evaluation	2021-2022 whole school year	Deputy Principal	School fund
	(b) The school will encourage staff to enroll in national security education courses provided by the EDB.	Teacher questionnaire	2021-2022 whole school year	Principal and Deputy Principal	--
(D) Learning and Teaching	(a) National security education will be included in the curriculum, annual plans, schemes of work and unit plans of a wide range of subjects. (Please see Appendix)	Annual reports	2021-2022 whole school year	Deputy Principal, Assistant Principal and Subject Heads	--
	(b) Learning materials on national security education will be stored centrally.	Teacher questionnaire	2021-2022 whole school year	Deputy Principal	--
	(c) Study tours to mainland China and exchanges with sister schools in mainland China will be organized	Event evaluation	2021-2022 whole school year	Teacher-in-charge of Exchange and Immersion	Apply for government funding
	(d) Flag raising ceremonies will be held on important occasions.	Event evaluation	2021-2022 whole school year	Deputy Principal	--

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(E) Student Guidance, Discipline and Support	<p>(a) Rules regarding national security education will be stipulated in the student handbook.</p> <p>(b) Messages regarding national security education will be conveyed at assemblies.</p> <p>(c) Suitable guest speakers will be invited to school to deliver national security education to students.</p> <p>(d) Students' emotional needs will be catered to, especially in times of social instability.</p> <p>(e) Anti-bullying education will be stepped up if necessary.</p> <p>(f) S6 students will be encouraged to take part in the Greater Bay Area Internship Program For DSE graduates.</p> <p>(g) Information and support will be given to senior form students who are interested in pursuing further education in the Mainland.</p>	Teacher questionnaire and event evaluation	2021-2022 whole school year	Discipline, Moral and Civic Education Committee, Career Guidance and Life-planning Committee, and Counselling Heads	School fund
(F) Home-school Cooperation	Talks on national security education will be organized.	Event evaluation	2021-2022 whole school year	PTA Head	PTA fund