



香港四邑商工總會新會商會學校
HK Sze Yap C&IA San Wui Commercial Society School

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POA School Net No.

School Information

Supervisor / Chairman of Management Committee	School Head	Incorporated Management Committee	School Type	Student Gender	Religion
Mr. Leung Kin Ming	Mr. Chang Po Cheung	Established	Aided Whole Day	Co-ed	Not Applicable
Percentage of School Supervisor and Managers / Chairperson and Members of School Management Committee (SMC) of Government Schools Fulfilling the Training Targets					100%
Name of Sponsoring Body	School Motto	Year of Commencement of Operation	Medium of Instruction	School Bus	Area Occupied by the School
The Hong Kong Sze Yap Commercial & Industrial Assn Education Organization Ltd	Faithfulness Forgiveness Diligence Intelligence Honesty Kindness Knowledge Practice	1963	Chinese	Nanny van	About 500 Sq. M
Nominated Secondary School			Past Students' Association / Alumni Association		Parent-Teacher Association (PTA)
HKSZYCIA Wong Tai Shan Memorial College			Yes		Yes
4Rs Mental Health Charter	Yes	Whole School Health Programme		Action School	

2026/2027 Annual School Charges

School Fee	Tong Fai	PTA Fee	Approved Charges for non-standard items	Other Charges / Fees
-	-	-	Fees for Specific Purposes \$300	Replacement of student card (\$18), graduation certificate /transcript (2nd copy) (\$25)

School Facilities

No. of Classroom(s)	No. of Playground(s)	No. of School Hall(s)	No. of Library(ies)	Others
13	1	1	1	All classrooms are equipped with electronic interactive whiteboards and broadcasting systems.
Special Room(s)				Facility(ies) for Supporting Students with Special Educational Needs
Multi-Purpose Room, Computer Room, Playroom, Small Group Teaching Rooms, Social Worker's Room, etc.				Ramp, Accessible lift and Accessible toilet.

Teaching Staff Information (including School Head) in the 2025/2026 school year

Number of teaching posts in the approved establishment			28	Total number of teachers in the school		32
Qualifications and professional training (%)				Years of Experience (%)		
Had Received Teacher Training	Bachelor Degree	Master / Doctorate Degree or above	Special Education Training	0 - 4 years	5 - 9 years	10 years or above
88%	100%	34%	100%	34%	32%	34%

Class Structure

Class Structure				P1	P2	P3	P4	P5	P6	Total
2025/2026 school year			No. of classes	1	2	2	2	2	3	12
2026/2027 school year (The number of class(es) approved by EDB in Mar./Apr. 2026)			No. of classes	1	1	2	2	2	2	10
Mode of teaching at different levels		Small class teaching in main subjects are adopted in some classes. There are homework tutorial classes for all classes. We also provide various student services for a range of students such as new immigrants, gifted/more able students and non-Chinese speaking students.								
Remarks		-								

Performance Assessment

Number of test(s) per year (P1 only)	0	Number of exam(s) per year (P1 only)	1	Replace tests and examinations with diversified assessments in the first term of P1	Yes
Number of test(s) per year (P2 to P6 only)	0	Number of exam(s) per year (P2 to P6 only)	2		
Formulate appropriate school-based assessment and assignment policies, inform parents of related arrangements, and collect views from teachers, students and parents regularly (at least once per school year) for ongoing review and optimisation of the school assessment and assignment policies					Yes
Upload the school-based assessment policy onto the school webpage for information of the public and stakeholders					Yes
Upload the school-based assignment policy onto the school webpage for information of the public and stakeholders					Yes
Diversified Assessment for Learning	Apart from the formal assessment, diversified assessment based on students' collaboration, communication, use of IT etc. is implemented for every subject.				
Avoid arranging tests or examinations immediately after long holidays in order to let students take more rest during the holidays					Yes
Arrange the timetable flexibly according to the school context, with a tutorial session provided in the afternoon as far as possible for students to finish some of their homework under teachers' guidance					Yes
Streaming arrangement	No streaming.				

School Life

No. of school days per week	No. of periods per day	Duration of each normal period	School starts at	School ends at	Lunch break
5 Days	9	35 mins	8:00 AM	3:05 PM	12:15 PM - 1:10 PM
Lunch arrangement	Healthy school life		Remarks		
Provided by designated supplier and arranged by parents.	Our school attaches great importance to healthy campus life. We have set up our healthy school policy. Apart from our annual event, "Sze Yap Health Month", we participate in different sports schemes, like MVPA60, Whole School Health Programme, 4Rs Mental Health Charter, etc.		Apart from normal lessons, we have reading lesson, morning exercise, class teacher session, library lesson, assembly, Personal Growth Education and tutorial classes. We provide extra-curricular activities, guidance services, after-school care service, Chinese cultural activities and specific activity training.		

Life-wide Learning

Cross-subjects Activities, General Studies Life-wide Learning Day, Science Explore Activities, Sports Day, Education Camp, Off-campus Learning Day, PTA activities, Cross Boundary Learning Activities, after school activities or training courses including Cub Scouts, Flag-guards, Taekwondo, Athletics, Ball games, Lion dance, Chinese dance, Chinese drum, English, Speech, Mathematics, coding, Music Instrument Training etc.

School Mission

The ethos of our school is to provide educational services for pupils, nurturing talented individuals so that children may fully realise their potential upon reaching adulthood and contribute to society and the nation. Beyond valuing the cultivation of children's latent abilities, we encourage the professional development of our teaching staff. We are equally committed to maintaining close ties with parents and collaborating with community organisations to foster a positive, supportive and enjoyable learning environment, ensuring children receive a well-rounded education.

School Characteristics

School Management

School Management Organisation:

1. Incorporated Management Committee
2. Supervisor
3. Principal
4. School Development Team
5. School Administration Team

Incorporated Management Committee / School Management Committee / Management Committee:

The IMC was established in 2006, there are 13 sponsoring body managers, 2 independent managers, 2 parent managers, 2 teacher managers and 1 alumni manager.

School Green Policy:

Environmental 4Rs, drinking water dispenser, use of the electronic notice and payment system (GRWTH), etc.

School's Major Concerns:

1. Enriching students' cross-curricular learning experiences and equipping them with problem-solving skills.
2. Cultivating students' positive values and consolidating their appreciation and inheritance of Chinese culture.

Learning and Teaching Plan

Learning & Teaching Strategies:

1. 35 minutes per lesson.
2. Reading lesson every morning.
3. Apart from formal learning lessons, we provide a variety of learning opportunities for students to enrich their learning experiences.
4. Also, we have homework tutorial classes to help with students' homework and study.
5. Healthy School policy has been established to promote healthy campus life.

Development of Major Renewed Emphases of the Primary Education Curriculum:

Aligning with seven learning principles to advance curriculum development, while integrating cross-curricular learning and reading; making use of AI in learning and teaching, reinforcing STEAM education; integrating elements such as values education, life education, national education and national security education; making good use of learning time and creating space to promote a balanced physical and mental development; enriching life-wide learning experiences and promoting whole-person development; better catering for learner diversity; nurturing students' media and information literacy; developing lifelong learning capabilities and enhancing assessment literacy for promoting learning and teaching effectiveness.

Development of Generic Skills:

Through different learning experiences, students are able to develop their self-directed learning.

Cultivation of Proper Values, Attitudes and Behaviours:

Our school is committed to develop a proper attitude among students by incorporating daily life experiences in different values education, e.g. national education, moral and ethical education, civic education, life education, education for sustainable development etc., so as to strengthen their whole-person development.

Student Support

Whole School Approach to Catering for Learner Diversity:

Our school provides various support for SEN students, including school-based speech therapy service, play therapy, social skills training, Individual Education Plan (IEP), etc. The teachers will review students' progress regularly.

Whole School Approach to Integrated Education:

1. Our school promotes the Whole School Approach to Integration policies; the responsibility of taking care of students with diverse learning needs and fostering an inclusive culture by all staff members. Through resource allocation, we provide student-centered and diversified support services to enhance the learning effectiveness of students and help them integrate into campus life.
2. We identify students with special educational needs (SEN) early through clear procedures and guidelines. We make students-based and reasonable adjustments in teaching and assessment for students with SEN.

Education Support for Non-Chinese Speaking (NCS) Students:

Our school provides additional support for NCS students to facilitate their learning of Chinese: providing after-school support programmes in learning Chinese; appointing additional teacher(s)/teaching assistant(s) to support NCS students' learning of Chinese; arranging intensive Chinese learning and teaching mode(s), e.g. pull-out learning if necessary, split-class/group learning, etc.; developing school-based Chinese Language curriculum and/or adapting learning and teaching materials; organising activities to create an inclusive learning environment in the school; and hiring additional manpower and/or translation/interpretation services to facilitate the communication with parents of NCS students. providing NCS teaching assistants' classroom support.

Curriculum Tailoring and Adaptation:

Adaptations on homework, dictation and examination are provided for SEN students.

Home-School Co-operation and School Ethos

Home-School Co-operation:

To enhance home-school cooperation, a Parents' Day is held before each exam to enable parents a better understanding of students' learning situation. Parent meetings, PTA activities, parent volunteer activities, parent talks, parents' day, school magazines and other parents' activities are arranged regularly to develop effective parent-teacher collaboration.

School Ethos:

Establishing a caring, inclusive and harmonious school environment, implementing initiatives such as the 'Little Agents' Reward Scheme and the Full Submission of Homework Reward Scheme to encourage students to engage actively in learning, take pleasure in serving others, and cultivate sound moral character.

Future Development

School Development Plan:

1. Promote English learning of students.
2. Promote values education and build a caring campus.
3. Promote students' reading habits.
4. Safeguard national security and promote national security education to cultivate students' national concepts and identity.
5. Develop e-learning and implement STEAM education to foster innovative thinking among students.
6. Promote the development of Primary Humanities and Primary Science.

Teacher Professional Training & Development:

1. Teacher professional development training and counseling skills training;
2. National Security Education teacher training;
3. Actively participate in different support programs, leadership and sustainable development to improve learning and teaching effectiveness;
4. Peer and performance appraisal lesson observation, lesson evaluation and quality lesson sharing;
5. Whole school approach teaching co-planning meetings;
6. The subject leaders lead and support the development of the subject.

Others

The H. K. Sze Yap C&I Association Scholarship, Talent Award, activities arranged by nominated secondary School and another secondary school under our school sponsoring body, School-based After-school Learning and Support Programmes, Sister School Scheme, Mainland Exchange Programme for Junior Secondary and Upper Primary Students, QEF Programme — Provision of Mobile Computer Devices and Internet Services Support, Knowing More About IT programme, QEF Programme — Establish new era multimedia classrooms to promote interactive teaching of mathematics and reduce learning diversity, JC Project MuSE (Musical Instrument Training), Caring School Award Scheme, Open Day in September and January (The public is welcome to attend), etc.