



保良局馬錦明中學

Po Leung Kuk Ma Kam Ming College

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School Mission

The School observes Po Leung Kuk's education policy closely - equal emphasis is placed on holistic educational goals, namely moral, intellectual, physical, social and aesthetic developments. An array of learning opportunities is created to equip students with effective life skills for a promising future.

School Information

Supervisor / Chairman of School Management Committee	Dr. CHAN Ching Yan Daniel, MH		
Principal (with qualifications / experiences)	Mr. HA Man Leung (BSc. (CUHK); Dip.Ed. (CUHK))		
School Type	Aided	Co-ed	
School Motto	Love, Respect, Diligence and Sincerity		
Name of Sponsoring Body	Po Leung Kuk		
Area Occupied by the School	About 7500 Sq. M	Religion	Not Applicable
Parent-Teacher Association	Yes	Past Students' Association / School Alumni Association	

Teaching Staff Information (including School Head) in the 2022/2023 School Year

Number of Teaching Posts in the Approved Establishment		66
Total Number of Teachers in the School		69
Qualifications and Professional Training (% of Teaching staff)		
Teacher's Certificate / Diploma in Education		94%
Bachelor Degree		99%
Master / Doctorate Degree or above		41%
Special Education Training		14%
Years of Experience (% of Teaching staff)		
0 - 4 years	5 - 9 years	>= 10 years
30%	12%	58%

Subjects Offered in the 2022/2023 School Year

S.1 - S.3	Chinese as the medium of instruction	Chinese Language, Chinese History, Life and Society (F.1 & F.2), Home Economics (F.1 & F.2), Account and Economics (F.3), Visual Arts, P.E., Music
	English as the medium of instruction	English Language, Mathematics, Science
	Adopt a different medium of instruction by class or by group / school-based curriculum	Geography, History, Computer Literacy
S.4 - S.6	Chinese as the medium of instruction	Chinese Language, BAFS, Citizenship and Social Development (S4, S5), Liberal Studies (S6), Chinese History, History, Geography, Visual Arts, Economics, Information and Communication Technology, P.E.
	English as the medium of instruction	English Language, Mathematics, Mathematics Extended Part Module 2 (Algebra & Calculus), Biology, Physics, Chemistry
	Adopt a different medium of instruction by class or by group / school-based curriculum	-

Subjects to be Offered in the 2023/2024 School Year

S.1 – S.3	Chinese as the medium of instruction	Chinese Language, Chinese History, Life and Society (F.1 & F.2), Home Economics (F.1 & F.2), Account and Economics (F.3), Visual Arts, P.E., Music
	English as the medium of instruction	English Language, Mathematics, Science
	Adopt different medium of instruction by class or by group / school-based curriculum	Geography, History, Computer Literacy
S.4 – S.6	Chinese as the medium of instruction	Chinese Language, BAFS, Citizenship and Social Development, Chinese History, History, Geography, Visual Arts, Economics, Information and Communication Technology, P.E.
	English as the medium of instruction	English Language, Mathematics, Mathematics Extended Part Module 2 (Algebra & Calculus), Biology, Physics, Chemistry
	Adopt different medium of instruction by class or by group / school-based curriculum	-

Class Structure & Chargeable Fees (2022/2023)

	S1	S2	S3	S4	S5	S6
No. of classes	5	5	5	5	5	4
School Fee	-	-	-	-	-	-
Tong Fai	-	-	-	\$335	\$335	\$335
Parent-Teacher Association Fee	\$40					
Student Union / Association Fee	\$20					
Approved Charges for Non-standard items	\$300 (Charges for specific purposes)					
Other Charges / Fees	-					

Remarks

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S.1 Admission, Orientation Activities & Healthy School Life

Secondary One Admission
Our school will accept discretionary places. Our school will participate in the Secondary School Places Allocation System through central allocation stage (Applicable for admission to S.1 in September 2023). Admission Criteria and weightings for S.1 discretionary places: Academic achievement 30%; Conduct 10%; ECA 5%; Awards 10%; Interview Performance 30%; Rank Order List provided by EDB 15%.
Orientation Activities and Healthy Life
Various activities and talks held for new S.1 students and their parents to overcome potential problems in the transition to secondary school life are well received. Students are encouraged to adopt a healthy lifestyle. Health messages are delivered to students through seminars, board displays, morning assemblies, etc. The school also organises POMA RUN, POMA FITNESS DAY, Sports Days and body temperature check to prevent the spread of infectious diseases.

School Characteristics
School Management
School's Major Concerns: Pursuing quality education, nurturing talents and achieving excellence.
School Management Organisation: The School has adopted a well-established management system. Besides, it has set specific goals with a comprehensive school year plan and corresponding implementation plans for teaching and learning. Team spirit is strong to achieve the goals.
Incorporated Management Committee / School Management Committee / Management Committee: The School's Incorporated Management Committee was established on 1st September 2012.
School Green Policy: In order to systemically monitor environmental performance of the School, a dedicated Green Manager and Assistant Green Manager were assigned to coordinate the implementations of carbon auditing work and green management measures.
Learning and Teaching Plan
Whole-school Language Policy: In the 2022/23 school year, English is used as the medium of instruction (MOI) in some S.1-S.3 classes in non-language subjects: Geography, History and Computer Literacy. English is also used for teaching Science Subjects and Mathematics in all classes in S.1. Students performing well in both English learning and overall academic results will have chances to study in classes that mainly adopt English as the MOI.
Learning and Teaching Strategies: Emphasis is placed on enhancing students' language ability and cultivating effective learning habits as they are essential foundations for successful learning. Higher order thinking skills are nurtured with the careful design of assignments and assessments. The school curriculum is diversified and comprehensive: the inclusion of practical real life topics, the adoption of investigative approach to teaching, the offer of Arts, Science and Commerce subjects. The School adopts an interactive mode of learning. Students are encouraged to participate actively in class.
School-based curriculum: 1. Electives: 2X and 3X. 11 elective subjects are offered to students. Students can study 2X or 3X according to their abilities and interests. In the 2021/22 school year, the majority of the F.4 students study 3X. Applied Learning courses are not provided as elective subjects in our school. 2. Curriculum highlights: (1) Our school-based curriculum is closely related to real-life situations, focusing on daily-life application, connecting subject courses, extra-curricular activities, academic weeks and life-wide learning activities, enriching students' learning experience and cultivating students' knowledge, skills and attitudes. The curriculum design is based on a six-year programme, strengthening the transition from the junior to the senior secondary curriculum. Our school actively promotes interdisciplinary collaboration, allowing students to integrate knowledge from different disciplines. (2) Basic training in Chinese Language, English Language and Mathematics is stressed in the junior secondary curriculum. Students are encouraged to read, write and think more. Besides, there are after-school academic support so as to cater for students' diverse learning needs. Besides, English oral lessons in junior forms are mainly conducted by the School NET for the purpose of maximizing the oral practice opportunities provided to students. (3) Elite classes are set up for Mathematics and Science subjects. Gifted students are encouraged to participate in international assessments and EDB courses on gifted education, as well as inter-school and international competitions. (4) Assessment strategies are developed by all subjects for nurturing students' learning skills. (5) Life-wide experiential learning is offered to cultivate students' whole-person development on arts, sports, personal development and services.
Development of the Four Key Tasks: All teachers and students are involved in the Extensive Reading Scheme, which encourages students to read independently and share with others. Our reading period is a part of students' routine, fostering a good learning habit and appropriate attitude towards reading among students. With the introduction of an e-book system, students can read anytime and anywhere. Interactive self-learning software are used to arouse learning interest. To integrate what they have learnt (e.g. knowledge, skills, values, etc.), students need to finish projects seriously and pragmatically. The school promotes value education (including moral and civic education and Basic Law Education) through providing holistic and balanced learning experiences, including classroom learning, school assemblies and various activities (e.g. visits, exchange tours, social services). The school aims to promotes students' positive values and attitudes, and nurture the future generation into quality citizens who are self-respecting, empathetic, socially responsible and equipped with a love of Hong Kong, a sense of national identity and a global perspective.
Life Planning Education: The Careers & Life Planning Committee provides Careers Development and Counselling Courses and career aptitude tests, which help students understand their interest and abilities. Apart from joining the Information Day of local universities, students are encouraged to attend the briefings of universities in China, Taiwan and other countries. Careers talks, workplace visits and work experience programs are organised to help students explore their paths for further studies and careers. Secondary Three Counselling Day, Secondary 5 Mock Exam Result Release Day and Secondary Six Graduates Goal Setting Program are also organised to help students set goals and equip themselves with the necessary skills.
Student Support
Whole School Approach to Catering for Learner Diversity: Our curriculum is adjusted to accommodate students' learning needs. Different teaching strategies, tailor-made materials and collaborative learning are adopted to enhance learning effectiveness. Guidance Committee and School Social Worker cater for the diverse learning needs of the students.
Whole School Approach to Integrated Education: The main targets of the Student Support Team are students with special learning needs and their parents. Through a three-tiered support model, the team can take care of the individual differences of students and help them solve their difficulties. Hence, they can have a more prosperous and positive school life and an inclusive school culture can be promoted. The Student Support Team is led by the Special Educational Needs Coordinator (SENCO) to coordinate, plan, implement and review the work related to the support of the students with special educational needs (SEN).It consists of the head of different groups. Support measures include counselling, group training, adjustment of assessment and individual study plans. The social workers, school-based speech therapist and the psychologist meet with students in a timely manner to help them solve their problems. Speech therapy sessions are conducted on both individual and group basis, supporting and improving the speech capability of students. Through various group training including social training, study groups, etc., students' social skills can be enhanced and their academic performance and learning attitude can be improved. With adjustment of assessment, the team provides and adjusts the assessment content for students in need. In addition, the team invites parents of those joining individual learning programmes to attend meetings to review and strengthen the action plan for supporting students. With different types of support, students will get a more positive and healthy school life.
Education Support for Non-Chinese Speaking (NCS) Students: Our school provides additional support for NCS students to facilitate their learning of Chinese: organising cultural integration activities. A separate tutorial course according to students' different levels of Chinese proficiency is offered to non-Chinese speaking students. The course comprises tailor-made Chinese teaching materials, including training on listening, speaking, reading, and writing skills, to create a context for students to read, write, listen and speak more. This aims to help them strengthen their foundation of the Chinese language, adapt to the local culture, and register for appropriate public examinations to obtain relevant qualifications in Chinese Language.
Measures to provide adaptation for Learning and Assessment: Both formative and summative assessments are conducted with a view to fathom the strengths and weaknesses of the students so as to know their learning progress. Students are also trained to get familiar with the public examination requirements.

Home-School Co-operation and School Ethos
Home-School Co-operation: Parents and teachers both play a pivotal role in educating children. To make a concerted effort to raise our children, close home-school cooperation is of great value. The Parent-teacher Association aims to promote connections and communications between parents and the school and to establish a partnership between them. Parent education is equally important in developing the potential of parents and strengthening their relationship with their children. The Parent-teacher Association has a mission to encourage parents' participation in school activities through planning and conducting a variety of developmental and recreational activities.
School Ethos: The School nurtures a culture of loving-kindness and simplicity and deems the rapport between students and teachers as indispensable to effective education. Our B.E.S.T. TEEN is the blueprint for nurturing students' sense of Belonging, Empathy, Self-management and Target Setting. The junior students have to stay at school for lunch so that the School can offer optimum care by arranging extra-curricular activities for them. There are various schemes and programmes to guide students through their growth towards their life goals and to develop their potential.
Future Development
School Development Plan: A 3-year development plan is drawn in a bid to keep abreast of the times and to achieve life-long learning. The focuses include: 1. Cultivating an English-rich Learning Environment through Whole-school Approach. 2. Deepening the Growth Mindset in subjects in order to equip students to be self-directed and lifelong learners. 3. Deepening positive education - facilitating personal growth and exerting positive influence. The school has received a grant of six million dollars from the Jockey Club to implement the plan of Project Well-being, building a Mental Health Center and organizing diversified courses and activities. This strives to cultivate students, teachers and parents’ physical and mental health in the next three years.
Teacher Professional Training and Development: The school implements a comprehensive Teacher Development Program. The theme of the Teacher Professional Development Day is closely related to the school's major concerns. The themes in recent years include Positive Education (by Professor Chiu Chi-yue), compassionate education (by JUST FEEL) and mindfulness (by Professor Lam Siu Fong). In addition, our teachers have received a series of trainings in positive education to establish a positive school. Moreover, teachers have received training on “Responsive Classroom Management” and “Seven Habits of Highly Effective People.” This aims to help students develop from dependence to independence and interdependence, achieve effective management and establish a positive community. Teachers also arrange Collaborative Lesson Planning, lesson observations and learning communities to facilitate professional exchange and enhance professional capacity. Since 2018, the school invited Professor Chiu Chi-shing to be the teaching consultant to offer valuable advice on methods to cater for learners' diversity and develop instructional leaders.
Life-wide Learning (including Five Essential Learning Experiences to be provided through Key Learning Areas, extra-curricular activities, co-curricular activities, etc.)
We are dedicated to offering a wide range of extra-curricular activities. There are 61 clubs established, including Wind Band, Mountaineering Club, Campus TV, Red Cross, Rope Skipping Club, Board Game Course, Drama Society as well as various musical instruments (western and Chinese) classes with the purpose to nurture students' interest, skills and positive attitude. We firmly believe that all of our students have the potential to be leaders in various aspects. Thus, we encourage our young learners to broaden their horizons by participating in a wide range of school activities and taking up different posts of an array of student organizations. Through a series of leadership training, students learn to lead themselves and lead others. The school conducts “Selection Month for Student Committee Duties” before the end of every school year. Teachers and current students leaders are responsible for interviewing and briefing the potential committee members for the next cohort. This systematic selection of future student leaders encourages a combination of both junior and senior forms students to be engaged in different students unit, passing on the core spirit of the committees respectively. The executive committee of the Student Union is elected by all of the students, by which all students can be engaged in the process, nurturing the civic sense of the students. At each beginning of a school year, Inauguration Ceremony for Student Leaders are held. During this event, the school states the expectation to every student leaders, while the student leaders will demonstrate their leadership by giving speeches on stage to all students. Organised leadership training are given to aspiring student leaders, including training camp for potential leaders and workshop for committee members, which cultivates the leadership and team co-operation capabilities.
School Facilities
School Facilities: The School is equipped with facilities of the millennium school standard. All the classrooms and the school hall are air-conditioned and networked with optical fibre to provide users with the access to the Internet. Comprehensive school facilities are installed to support students’ learning needs. Language Arts Room, History and Culture Centre, School Library, Mathematics Resource Room, Science Laboratories, Geography Room, Makerspace, Computer Room, Visual Arts Room, Multi-Media Learning Centre, Home Economics Room, Music Room, Recording Studio, Auditorium, Dancing Room, Student Activities Centre, Self-study Room, Gym Room, Life Planning Room, Reading Corridor, Indoor Sports Space, are provided to support students' all-rounded development. Meanwhile, students can always get their creative juices moving with their collaboration in the design and renovation of school facilities, which is equally important to engender their sense of belonging to school.
Facility(ies) for Supporting Students with Special Educational Needs: Ramp, Accessible lift and Accessible toilet.
Others
Gold Award of Thailand International Mathematical Olympiad Heat Round and Bronze Award of Thailand International Mathematical Olympiad Semi-final Outstanding Student Award of Pioneering Young Innovators 2019 organised by CoCoon Foundation Winner (Secondary School Section) of the “Love in the Time of a Quiet Earth” Short Mobile Phone Film and Animation Competition organized by the Academy of Film HKBU 7th Place in the Girls A Grade Division, 6th Place in the Girls B Grade Division and 5th Place in the Girls C Grade Division of the Inter-School Cross Country Competition organized by Hong Kong Schools Sports Federation 1st Runner-up (Secondary School Section) of North District 7-man Football Competition organized by the North District Sports Association A.S. Watson Group Hong Kong Student Sports Awards organised by A.S. Watson Group Outstanding Award in the Hong Kong Visual Arts Education Festival 2019 organised by the Hong Kong Society for Education in Art
Direct public transportation to School
Bus: 70K, 73, 73A, 76K, 78K, 270A, 270B, 270P, 273, 273A, 273D, 273S, 277X, 278P, 278X, 373, 678, 978, E43, N73, T722; Mini Bus: 501A, 501K, 502; MTR: Fanling Station.