



聖公會蔡功譜中學

SKH Tsoi Kung Po Secondary School

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School Mission

As an Anglican Church school we are committed to upholding our motto, "Faithful to God and charitable to man." Our students' spiritual, moral, intellectual, physical, social and aesthetic development is underpinned by our Christian faith as we instill in them a spirit of self, civility, and strong character, and a commitment to lifelong learning, coupled with a desire to serve their families, society, nation and the world.

School Information

Supervisor / Chairman of School Management Committee	Mr. TSIK Chung Hong		
Principal (with qualifications / experiences)	Ms. LAM Yuk Kei (BA, Dip. Ed., Master of Arts)		
School Type	Aided		Co-ed
School Motto	Charity & Faithfulness		
Name of Sponsoring Body	Anglican (Hong Kong) Secondary Schools Council Ltd.		
Area Occupied by the School	About 8000 Sq. M	Religion	Protestantism / Christianity
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		59
Total Number of Teachers in the School		62
Qualifications and Professional Training (% of Teaching staff)		
Teacher's Certificate / Diploma in Education		100%
Bachelor Degree		100%
Master / Doctorate Degree or above		37%
Special Education Training		30%
Years of Experience (% of Teaching staff)		
0 - 4 years	5 - 9 years	> = 10 years
16%	5%	79%

Subjects Offered in the 2022/2023 School Year

S.1 - S.3	Chinese as the medium of instruction	Chinese Language, Mathematics, Chemistry*, Biology, Computer Literacy*, History*, Chinese History, Geography*, Putonghua, Religious Education, Family & Life Education (S.1 and S.2), Design & Technology*, Home Economics*, Visual Arts*, Music*, Physical Education*, Life & Society (S.3)
	English as the medium of instruction	English Language
	Adopt a different medium of instruction by class or by group / school-based curriculum	Life & Society (S.1 and S.2), Integrated Science (S.1 and S.2), Integrated Science (S.3 including Physics)*
S.4 - S.6	Chinese as the medium of instruction	Chinese Language, Mathematics, Citizenship and Social Development (S.4, S.5), Liberal Studies (S.6), Biology, Information and Communication Technology, Mathematics Extended Module 2, Economics, "Business, Accounting & Financial Studies", Chinese History, History, Geography, Ethic and Religious Studies, Visual Arts, Physical Education, Music, Tourism and Hospitality Studies, Other Learning Experiences (S.4, S.5)
	English as the medium of instruction	English Language, Physics
	Adopt a different medium of instruction by class or by group / school-based curriculum	Chemistry

* Subjects with extended learning activities (ELA) in English

Subjects to be Offered in the 2023/2024 School Year

S.1 – S.3	Chinese as the medium of instruction	Chinese Language, Mathematics, Chemistry*, Biology, Computer Literacy*, History*, Chinese History, Geography*, Putonghua, Religious Education, Family & Life Education (S.1 and S.2), Design & Technology*, Home Economics*, Visual Arts*, Music*, Physical Education*, Life & Society (S.3)
	English as the medium of instruction	English Language
	Adopt different medium of instruction by class or by group / school-based curriculum	Life & Society (S.1 and S.2), Integrated Science (S.1 and S.2), Integrated Science (S.3 including Physics)*
S.4 – S.6	Chinese as the medium of instruction	Chinese Language, Mathematics, Citizenship and Social Development, Biology, Information and Communication Technology, Mathematics Extended Module 2, Economics, “Business, Accounting & Financial Studies” , Chinese History, History, Geography, Ethic and Religious Studies, Visual Arts, Physical Education, Music, Tourism and Hospitality Studies, Other Learning Experiences (S.4, S.5)
	English as the medium of instruction	English Language, Physics
	Adopt different medium of instruction by class or by group / school-based curriculum	Chemistry

Class Structure & Chargeable Fees (2022/2023)

* Subjects with extended learning activities (ELA) in English

	S1	S2	S3	S4	S5	S6
No. of classes	4	4	4	4	4	4
School Fee	-	-	-	-	-	-
Tong Fai	-	-	-	\$340	\$340	\$340
Parent-Teacher Association Fee	\$50 (Annual)					
Student Union / Association Fee	\$30 (Annual)					
Approved Charges for Non-standard items	F.1 - F.5: \$310 F.6: \$210					
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). 1. Performance in interview 40%. 2. Academic results of P.5 and P.6 in school 20%. 3. Conduct and comments from Primary School as stated on P.5 and P.6 report cards 20%. 4. Extra-curricular activities 10%. 5. Community services 10%.
Orientation Activities and Healthy Life
F.1 orientation activities include Day Camp, Summer Active Learning Camp, “Adventure-Ship” Sailing Programme, and Christian Fellowship. To encourage physical fitness, novel sports are introduced in PE lessons. Through positive education, our school strives to nurture students' to possess happiness, health, and good morals. Through the annual Fruits Day and Home Economics classes, junior students learn about building a balanced diet that promotes healthy growth.

School Characteristics
School Management
School's Major Concerns: T for Talents Realization K for Knowledge Formation P for Pedagogy Application S for Skills Refinement S for Stewardship Fulfillment TKPSS, Spectrum of Success
School Management Organisation: Various committees, under three divisions: School Administration, Learning & Teaching and Students’ Growth & Development, are guided by the School Administration Consultative Committee to answer to the Incorporated Management Committee of the school. Other than the School Administration Consultative Committee, the Self-evaluation Committee also discusses and fine-tunes school policy regularly.
Incorporated Management Committee / School Management Committee / Management Committee: Incorporated Management Committee
School Green Policy: Aims: To apply best possible practices in environmental conservation and encourage students to be conservationists.
Learning and Teaching Plan
Whole-school Language Policy: 1. Although Chinese is the main medium of instruction in junior forms, it is supplemented by English. In senior forms, both Chinese and English are adopted as M.O.I. Other measures to promote English learning are as follows: 1.1 Students are divided into different sets according to their English proficiency. 1.2 Subjects taught in English are Life & Society, Integrated Science and Physics in junior elite classes as are NSS Physics and Chemistry. 1.3 School-based exercise books and teaching sets are tailor-made for implementing teaching plans of the English Department. 1.4 After school tutorial and enhancement classes are organized for both junior and NSS forms. 1.5 Students interact with native English speakers through activities held in international schools. 2. Enhancing English Proficiency for all by: 2.1 Morning reading periods, driven by the “Learning & Teaching Committee,” encourage students to read graded English books according to their proficiency. 2.2 An English room, equipped with cutting-edge technology, is specially designated to conduct English lessons and activities by the NET. “English Fun Day” is held to foster English learning. 2.3 Cross-disciplinary teaching strategies are employed, so that students may learn and relate English in different subject areas. 2.4 Native English tutors are employed to teach English musicals and dramas.
Learning and Teaching Strategies: A unique "TKP Hierarchy of Learners", which includes "Active Learner" and "Critical Thinking Learner", serves as a model of advancement for the students. STEM education is carried out in an interdisciplinary manner. Tiered elements or other feasible strategies are applied to cater for learner diversity.
School-based curriculum: 1. Electives: 2X and 3X. Electives: Mathematics Extended Module 2, Physics, Chemistry, Biology, Information and Communication Technology, Economics, Business, Accounting and Financial Studies, Chinese History, History, Geography, Tourism and Hospitality Studies, Visual Arts, Ethics & Religious Studies and Physical Education. 2. Curriculum highlights: (1) School-based curriculum and classes: World Exploration, Positive Education Modules, Wealth Management Module of Life & Society, Family & Life Education, Life Planning Education as well as elite English class etc. (2) The introduction of a “tiered system” enables students to cope with and excel in their studies, assignments, tests and exam papers. (3) To develop students’ different talents, our school encourages senior students to participate in the applied learning course.
Development of the Four Key Tasks: (1) Civic and Moral education: • Being a “TKPian” should possess a Christ-like quality, therefore a 6-year Christian Characters Programme based on the School Motto is conducted. The school places strong emphasis in moral education and activities such as the weekly flag-raising ceremony is held. • In the process of participating Holistic Development Activities, students learn to care about and show concern for people in need so they may understand their responsibilities to family and society and view the world with a more humanistic and global perspective (2) Reading to learn: • Our school puts emphasis on reading across curriculum. The concerned reading texts are added in Morning Reading Time and students are encouraged to share their joy of reading through oral presentations, book reports, and reading logs. The holistic approach to reading aims to encourage students to read books on different subjects and at different levels. • Students may read selected book, e-book or topic-related reading material in the morning reading session. (3) Project learning: • Our school promotes cross-disciplinary learning with the collaboration of various subjects and key learning areas. Students learn to source and select various types of information through different channels to widen their understanding of certain topics. They also learn to analyse data and come to conclusions based on their analysis. (4) Information technology for interactive learning; STEM education is considered an utmost importance in our school in order to foster students' interest and learning in the areas of science and technology, as well as engineering. Coding and robotics are some of the STEM projects regularly held in school. The newly-formed “Maker Club” endeavors to allow opportunities outside of the regular classroom for students to explore, design, and create.
Life Planning Education: Please refer to the school website.
Student Support
Whole School Approach to Catering for Learner Diversity: In order to catering for learner diversity, tiered system is applied to assignment design, teaching, tests and exam papers. Under the “strategic extended course scheme” , able students will participate courses for the gifted. Average students will join remedial classes after school and less capable students will participate in small-group or individual tutorial classes for various subjects.
Whole School Approach to Integrated Education: 1. Through efficient deployment of resources, our school provides suitable and diversified support to cater for the needs of all students. 2. Co-operation between parents and our school’ s Student Support Team is strengthened through operating various channels of communication. For example, the school briefs new students and their parents on the work of the Student Support Team during the annual F.1 orientation day. 3. Members of the Special Educational Needs (SEN) Support Team consist of an SEN Coordinator, teachers, an education psychologist, a speech therapist, teaching assistants and support scheme instructors. 4. Teaching assistants collaborate with teachers with the aim of enhancing the learning environment. Collaborative teaching, as well as learning groups and peer tutoring sessions, are strategically organized for the benefit of all students. Furthermore, assessment methods are regularly adapted to best facilitate students’ demonstration of their learning outcomes. 5. The purchase of speech therapy services enables therapy sessions to run effectively in small groups or on an individual basis. 6. Specific measures are taken to support students with SEN. In particular, “Read-and-Write” after-school classes are held in English and Chinese. Further individual education plans are constructed and developed by an educational psychologist. 7. Inclusion Ambassadors are responsible for helping F.1 students adjust to their new school lives and integrating them into our school community. 8. Students obtain social skills training by participating in the Jockey Club Autism Support Network. 9. Teachers are offered opportunities for professional development on the topic of catering 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.; and organising cultural integration activities.
Measures to provide adaptation for Learning and Assessment:

• Two exams and two standardized tests are held each school year; • We put emphasis on continuous assessment, therefore performance in quizzes and homework are included in the “class performance and test” portion of the students’ report cards; • Assessment for learning will be phased in for each subject to improve students’ learning; • Application of “tiered system” in tests and exams to cater for learner diversity; • Adaptive exam papers of main subjects are set for F.1 and F.2 so as to enhance students’ learning.

Home-School Co-operation and School Ethos
Home-School Co-operation: 1. The Parent-Teacher Association fosters close co-operation and effective communication between parents and teachers, building a caring culture in the school. 2. The Association organizes a number of activities, including outings, interest classes for students, parental education programmes and sharing sessions. 3. Parents serve as volunteers in committees / subject activities. 4. Parents’ handbook, Parents Kit and PTA newsletter are published annually.
School Ethos: Through positive education, our school strives to nurture students’ growth mindset, character strengths, and well-being. As a result, students grow their capabilities to face challenges and difficulties in life with a positive outlook, and ultimately flourishing.
Future Development
School Development Plan: I. Demonstrate positive character and learn actively and conscientiously. II. Explore yourself, plan your life. III. Cultivate students' creative thinking
Teacher Professional Training and Development: The school places emphasis on staff professional development. We maintain close connections and collaborate with local institutes and universities, and organize diversified staff development programmes. As a result, the effectiveness of our teaching has continuously improved. Many of our worthwhile projects are funded through the Quality Education Fund, allowing our students to benefit fully from the experiences they provide. The Staff Development Committee also organises various types of staff development activities and peer observation of lessons.
Life-wide Learning (including Five Essential Learning Experiences to be provided through Key Learning Areas, extra-curricular activities, co-curricular activities, etc.)
1. Extra-curricular Activities: there are approximately sixty clubs and societies including Christian Fellowship, Erhu Class, Concert Band, Marker Club, Floral Art Club, Astronomy Club, Rope Skipping Club, Debate Club and Magic Club. We also have other service groups including Scout Troupes and Red Cross Youth, TV Media Production Service Group, Community Youth Club, Conservation Prefects, and Inclusive Education Ambassadors. 2. Co-curricular Activities including cross-border visit, OLE Day, leadership training camp, art exhibition, Chinese and English musical performances, English drama class, English drama performance, cultural exchange forum in English.
School Facilities
School Facilities: 1. Our school is 6-storey high and consists of three teaching blocks. The school has two halls, chapel, MakerSpace, School History Gallery, Art Veranda, English Room, Campus TV Station, Multimedia Production Studio, garden, two computer rooms, Visual Arts Room, library, four laboratories, Music Room, Design & Technology Room, Home Economics Room, student activity centre, gymnasium corner and two basketball courts and canteen. 2. All classrooms are equipped with LCD projectors and visualizers as well as audio equipment. All rooms on campus are linked into the computer network for smooth communication. In addition, e-bulletin board and eClass are available to share and update information.
Facility(ies) for Supporting Students with Special Educational Needs: Ramp, Accessible toilet and tactile guide path plan.
Others
Please refer to our school website.
Direct public transportation to School
Bus: 7B, 8, 41, 45, 103, 109, 113, 170 and 182; MTR: Exit A1/A3, Homantin Station; Red Minibus: a) Route 1: From Kam Sing Cinema, Mongkok to Oi Man Estate / Ho Man Tin Estate; b) Route 2: From Pioneer Centre, Prince Edward to Oi Man Estate / Ho Man Tin Estate; c) Route 3: From Tam Kung Road, To Kwa Wan to Chun Man Court Green Minibus: 8, 27M, 28M and 71.