



順德聯誼總會譚伯羽中學

Shun Tak Fraternal Association Tam Pak Yu College

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School Mission

Based on Confucius' teaching principles namely literacy, ethics, devotion and truthfulness, our school mission is to nurture our younger generation into knowledgeable and intellectual people of good conduct and integrity who are responsible and accountable, willing to serve and contribute to the well-being of the community, the country and mankind.

School Information

Supervisor / Chairman of School Management Committee	Mr. HO Tak Sum (MH)		
Principal (with qualifications / experiences)	Mr. WAN Chung Ki (M.A.)		
School Type	Aided	Co-ed	
School Motto	Please refer to the Chinese version		
Name of Sponsoring Body	Shun Tak Fraternal Association		
Area Occupied by the School	About 4000 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		54
Total Number of Teachers in the School		55
Qualifications and Professional Training (% of Teaching staff)		
Teacher's Certificate / Diploma in Education		100%
Bachelor Degree		100%
Master / Doctorate Degree or above		44%
Special Education Training		33%
Years of Experience (% of Teaching staff)		
0 - 4 years	5 - 9 years	>= 10 years
31%	16%	53%

Subjects Offered in the 2022/2023 School Year

S.1 - S.3	Chinese as the medium of instruction	Chinese Language, Life and Society, Chinese History, History, Life and Society (Economics), Geography, Home Economics, Design and Technology, Visual Arts, Music, PTH, PE
	English as the medium of instruction	English Language, Mathematics, Integrated Science, Physics, Chemistry, Biology, Computer and Information Technology
	Adopt a different medium of instruction by class or by group / school-based curriculum	-
S.4 - S.6	Chinese as the medium of instruction	Chinese Language, Citizenship and Social Development (S.4, S.5), Liberal Studies (S.6), Geography, History, Chinese History, Economics, Visual Arts, PE
	English as the medium of instruction	English Language
	Adopt a different medium of instruction by class or by group / school-based curriculum	Mathematics, Biology, Physics, Chemistry, Information and Communication Technology, Business, Accounting and Financial Studies

Subjects to be Offered in the 2023/2024 School Year

S.1 – S.3	Chinese as the medium of instruction	Chinese Language, Life and Society, Chinese History, History, Life and Society (Economics), Geography, Home Economics, Design and Technology, Visual Arts, Music, PTH, PE
	English as the medium of instruction	English Language, Mathematics, Integrated Science, Physics, Chemistry, Biology, Computer and Information Technology
	Adopt different medium of instruction by class or by group / school-based curriculum	-
S.4 – S.6	Chinese as the medium of instruction	Chinese Language, Citizenship and Social Development, Geography, History, Chinese History, Economics, Visual Arts, PE
	English as the medium of instruction	English Language
	Adopt different medium of instruction by class or by group / school-based curriculum	Mathematics, Biology, Physics, Chemistry, Information and Communication Technology, Business, Accounting and Financial Studies

Class Structure & Chargeable Fees (2022/2023)

	S1	S2	S3	S4	S5	S6
No. of classes	4	4	4	4	4	4
School Fee	-	-	-	-	-	-
Tong Fai	-	-	-	\$310	\$310	\$310
Parent-Teacher Association Fee	\$30					
Student Union / Association Fee	\$25					
Approved Charges for Non-standard items	School Maintenance Fee \$100 (S.1-S.5) \$50 (S.6) Printing Fee \$100					
Other Charges / Fees	-					

Remarks

For F.1 Chinese Language and English Language, students are streamed into 5 split classes.

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). Interview: 40% Academic results: 40% Extra-curricular activity achievement and awards: 20%
Orientation Activities and Healthy Life
English Bridging Courses, English Induction Programme, Science and Mathematics Bridging Courses, Athletic Class, and S.1 Students and Parents Orientation Conference are held.

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School Characteristics
School Management
School's Major Concerns: Please refer to school website.
School Management Organisation: Management is school-based and people-oriented whilst organisation is streamlined and transparent. Under the School Administrative Team made up of the school principal and vice principals seeing to school finance and policy are six administrative committees namely Academic Development, Academic Affairs, General Affairs & I.T., Student Development, Extra-curricular Activities & OLE and Student Support. For cross-curriculum liaison, department heads meetings are called regularly by the Academic Development Committee; for smooth coordination of student affairs, form teachers meetings are held by the Student Development Committee. There are also School Affairs Committee and Self-evaluation Committee.
Incorporated Management Committee / School Management Committee / Management Committee: Incorporated Management Committee was set up in 2006. Upholding the same vision and mission in education, the committee is endowed with the authority and responsibility to lay down the school policies, manage and supervise the running and operation of the whole school, and protect our cultural heritage, based on the managerial belief of building a people-oriented, loving and caring, creative and innovative, professional and collaborative, united organization.
School Green Policy: Environmental protection education is incorporated and embedded into the curriculum and the school life in the hope of raising students’ awareness of the need and importance of conservation and preservation. To this end, various measures have been implemented. For example, air-conditioning is available only when the temperature reaches 26 degrees Celsius. Nearly all internal documents have been digitized and uploaded to the intranet for internal and future reference. To save paper, internal circulars are circulated via email.
Learning and Teaching Plan
Whole-school Language Policy: S.1-S.3: Subjects taught in English include Mathematics, Integrated Science, Physics, Chemistry, Biology and Computer and Information Technology. S.4-S.6: To cater to learner diversity, students are allowed to choose Chinese as their MOI to learn science subjects such as Mathematics, Information and Communication Technology, Physics, Chemistry, Biology, Business, Accounting and Financial Studies. While the school prides itself on the remarkable attainment in the Chinese Language in public examinations, the school spares no effort to raise students' English proficiency and sharpen their English language ability. With ample resources devoted to English learning and teaching, small class teaching is arranged to our capacity for junior forms. The English Zone has long been set up to enhance the English environment. Outside the class time, various measures are adopted to maximize students' exposure to the target language. There are Summer English Enhancement Course, S.1 Summer Induction Programme, English Fun Week, Morning Reading Sessions, Book Sharing Morning Assembly, English Speaking Day, to name but a few to promote and enhance English learning.
Learning and Teaching Strategies: 1. Student-oriented approach is adopted and students are encouraged to set their own goals so as to foster learning to learn skills, to strengthen learning motivation and to enhance the pleasure in learning. 2. Subjects offered and curriculum are geared to preparing students for tertiary education as almost 100% of our students carry on with their academic pursuit at university. 3. Life and Society is offered in junior forms to develop students' learning strategies, higher order and independent thinking skills at an earlier stage. 4. Exchange programmes are run to enrich students' world knowledge and widen their horizons. 5. Ability-stretching and remedial programmes are held to cater to learner diversity.
School-based curriculum: 1. Electives: 3X. Elective Subjects: Biology, Chemistry, Physics, History, Chinese History, Economics, Geography, Information and Communication Technology, Visual Arts, Business, Accounting and Financial Studies 2. Curriculum highlights: Information Technology Education
Development of the Four Key Tasks: 1. Learning through reading: Extensive Reading Scheme is implemented for both Chinese and English language learning; one morning reading session is set aside each for the two language subjects every cycle; two morning assemblies every cycle are scheduled for English and Chinese book sharing. 2. Interactive learning through information and communication technology: Each classroom is installed with a computer and a projector, which ensures accessibility to the Internet to facilitate teaching and learning. 3. Learning through project work: The nine generic skills are developed through project learning. 4. Moral and Civic Education: Ethics and values are built up among students through formal and informal instruction like speeches during morning assemblies, whole school activities, junior form class teacher periods and senior form weekly assemblies.
Life Planning Education: Please refer to the school's website (Annual School Plan).
Student Support
Whole School Approach to Catering for Learner Diversity: With whole-school and integrated approach to guidance and discipline, class teachers are the frontline counselors and guardians taking care of the whole-person development of students. When it comes to special needs of individual students, school social workers and well-trained guidance teachers have a crucial role to play. When individual students confront difficulties in their school work, there are the individual attention of teachers and the homework tutorial classes. To pay heed to learner differences, split class teaching is provided for Chinese and English learning in some of the junior classes in an attempt to address the discrepancies among students.
Whole School Approach to Integrated Education: A Learning Support Working Group, consisting of the Special Educational Needs Coordinator, the Student Counselling In-charge, the Discipline Mistress, the School Counsellor, the Social workers as well as the Educational Psychologist, is established to provide assistance to students with special educational needs. Its major works include identification and referrals of SEN cases as well as liaison between subjects and departments to provide specific exam and study accommodations to the students concerned. The Learning Support Grant is used to employ a school counsellor to provide support to the SEN students. If deemed necessary, learning groups with different focuses like social skills, after-school tutoring and also speech therapy will be organized. With the aim to build effective partnership with parents giving the most suitable assistance to SEN students, our social worker remains in close contact with parents and keep them informed of their children’ s progress in school.
Measures to provide adaptation for Learning and Assessment: There are two examinations and two common tests for the whole school year. Assignments and project work are also counted and go into students' academic results.

Home-School Co-operation and School Ethos
Home-School Co-operation: Home-school cooperation is needed to ensure the healthy development of students: 1. Parent-Teacher Association 2. Parent-Form Teacher Sharing sessions 3. Monthly newsletter 4. Greeting calls from Junior Form Form Teachers at the start of the school year 5. Parents' Day 6. Parents Talks and Seminars for S.3 and S.6
School Ethos: 1. Whole-school Approach to the integration of guidance, discipline and teaching; 2. Cultivate self-discipline and courtesy among students and develop school ethos of simplicity; 3. Develop self-empowering students who keep striving for improvement and excellence; 4. Offer a wide range of activities including academic events, sports and arts, school teams and uniform groups helpful and conducive to the full development of students' potentials so as to nurture the future leaders of the society; 5. Improve and enhance extensive reading facilities and support: the school library is open all year round except on public holidays to promote reading;. 6. Build up a close relationship and have good communication with PTA to induce active participation of parents in school functions and to put home-school cooperation to the greatest benefit of our students.
Future Development
School Development Plan: 1. To boost students’ confidence and improve their self-image; To encourage them to break through and challenge themselves. 2. To promote e-learning with an aim to improve teaching quality and enhance students’ self-study ability. 3. To cultivate students’ personal qualities in being good citizens and to help them know about the history and progression of our country.
Teacher Professional Training and Development: 1. All teachers are professionally trained. 2. All teachers are degree holders. 3. Academic Development Team is set up to take charge of planning and organizing staff development training. 4. Timely, appropriate and sufficient support is provided for new teachers under the care of two mentor teachers. 5. Teachers of all subjects are required to have collaborative lesson preparation, lesson observation and evaluation to raise the quality of learning and teaching.
Life-wide Learning (including Five Essential Learning Experiences to be provided through Key Learning Areas, extra-curricular activities, co-curricular activities, etc.)
Extra-curricular activities feature variety and make up an indispensable part of the curriculum: clubs and societies of different academic subjects; interest groups like Drama Society, Bridge Club, Photography Club, Debate Society and Ceramic Art Club; services groups like Social Services Club, Red Cross, Girl Guides; sports and arts training classes like School Choir, School Orchestra, Dance Club; school teams like Archery Team, Swimming Team, Athletic Team, and teams of various ball games. Other than these, there are cross-the-border exchange like academic exchange programmes with Shun Tak, experiential trips to China reaching out to the rural areas and raising fund for schooling of young children, voluntary work like visiting the elderly, promoting racial harmony social integration of able-bodied and disabled persons, co-curricular activities, various leadership training camps, S.1 tutoring scheme, and others like Christmas party, school picnic, sports day and school singing contest. All these not only enrich students' campus life but also play an important part in their personal growth and development.
School Facilities
School Facilities: As an aided school, the school features the standard school premises. However, under the SLP, a new academic block has been annexed to the original school building. Currently there are twenty-eight classrooms and 20 special purpose rooms including two computer rooms, one laboratory or special room for each of the science and practical subjects, Geography Room, D&T Room, Academic Support Room, English Zone, library, Fitness room, Mini Hall and Lecture Theatre both of which have a capacity large enough to accommodate students of the whole form. Besides, there are the large school hall, canteen, covered playground, playground, a square with a stage for public speaking, basketball and volleyball court. All classrooms which have been installed each with a computer and a projector hence having access to the Internet, special rooms, large and mini school halls, canteen and corridor on the ground floor are air-conditioned. All the student desks have a compartment which can be locked for storage of books and personal stuff. After all, the school is more than well-equipped to facilitate teaching and learning other than providing an ideal study environment for students.
Facility(ies) for Supporting Students with Special Educational Needs: Ramp.
Others
Our school is a learning organization which has been learning and growing incessantly. Throughout these years, teachers in practice have been empowered through self transformation and reforms, hence trespassing their own limitations, becoming more receptive and supportive, and sharing a common vision in teaching. With concerted efforts and a united team, all teachers are striving for innovation and excellence.
Direct public transportation to School
Bus: 60M, 60X, 61X, 62X, 961, 263; LRT: 505, 507, 614, 614P, 751.