



德愛中學

Tak Oi Secondary School

8 Tsz Wan Shan Road Kowloon

23238504

school@takoi.edu.hk

27261153

http://www.takoi.edu.hk

School Mission

The school motto 'Truth and Love' embodies our mission to provide an all-round Catholic education to enable our students to learn and grow in a harmonious and supportive environment. It is also our aim to cultivate in them a good sense of social responsibility and a genuine passion to serve.

School Information

Supervisor / Chairman of School Management Committee	Sister Lau Wai Lan, Rossetti, MIC		
Principal (with qualifications / experiences)	Ms Tsang Pui Ki (B.A., M.A.)		
School Type	Aided	Girls	
School Motto	Truth & Love		
Name of Sponsoring Body	Missionary Sisters of the Immaculate Conception		
Area Occupied by the School	About 5000 Sq. M	Religion	Catholicism
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		52
Total Number of Teachers in the School		54
Qualifications and Professional Training (% of Teaching staff)		
Teacher's Certificate / Diploma in Education		91%
Bachelor Degree		100%
Master / Doctorate Degree or above		43%
Special Education Training		22%
Years of Experience (% of Teaching staff)		
0 - 4 years	5 - 9 years	>= 10 years
22%	11%	67%

Subjects Offered in the 2022/2023 School Year

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

Subjects to be Offered in the 2023/2024 School Year

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

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	-	-	-	\$290	\$290	\$290
Parent-Teacher Association Fee	-					
Student Union / Association Fee	\$15					
Approved Charges for Non-standard items	-					
Other Charges / Fees	Four Houses: HK\$10, School document application or replacement fee: Student Card HK\$10, Report Card HK\$25, Transcript/Testimonial HK\$25, Self Development Award Scheme Booklet HK\$10, Student Learning Profile HK\$25					

Remarks

Different Student Growth Teams have been set up to plan and co-ordinate various programmes and activities under the Five OLE areas, namely Moral and Civic Education, Community Services, Career-related Experience, Aesthetic Development and Physical Development to enhance an all-round development of our students.

There are various enrichment and enhancement classes in different forms to help students learn effectively in various subjects and to enable them to stretch their potentials.

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 (Rank Order List provided by EDB, and academic results of P.5/6); individual/group interview performance; extra-curricular activities, prizes and awards; conduct (grade B+ or above).
Orientation Activities and Healthy Life
Orientation activities and an S.1 English Foundation Programme are organized in July and August to help our S.1 new comers and their parents to better adapt to the new school environment, school-based transition programme is also tailor-made for our students in September.
The school pays close attention to students' physical and mental well-being and aims to foster a culture that promotes students' spirit of love and care.

Tak Oi Secondary School

School Characteristics
School Management
School's Major Concerns: We work towards the cultivation of the "Truth" and "Love" spirit as well as a 'joyful' and 'thanksgiving' heart through the provision of a rich array of learning experiences both inside and outside class, aiming at stretching students' potentials as well as enhancing their life-long learning capabilities to prepare and equip them to become young able women with good values and character to work for the development of the common good of society.
School Management Organisation: Communication is the key in our management principle. Different advisory groups and consultative committees are formed for effective communication of opinions. The whole school collaborates closely together, under the atmosphere of mutual trust, respect and open-mindedness, to provide quality education for our students.
Incorporated Management Committee / School Management Committee / Management Committee: The Incorporated Management Committee of Tak Oi Secondary School was established on 3 August 2015. Regular meetings are held throughout the year to discuss school policies and direction of the school.
School Green Policy: Students are highly encouraged to conserve the environment and nature. For example, planting at our Organic Farm and practising recycling enhances the inter-relation between our students and nature.
Learning and Teaching Plan
Whole-school Language Policy: The school strives to develop the bilingual and trilliterate capacity of our students. Students are encouraged to take part in various forms of internal and external language-related activities. English continues to be the medium of instruction except for Chinese subjects and Ethics & Religious Education. We put effort into creating an English-rich environment so that students can use the language in their school life.
Learning and Teaching Strategies: The school's learning-and-teaching policy aims to enhance effectiveness in both learning and teaching with due focus on the essential elements of an effective lesson - lesson preparation, student engagement and consolidation. Teachers are enthusiastic to join seminars and courses for professional development and apply flexibly various pedagogies to suit the different needs and interests of students. The school curriculum has been under constant review to be in line with the development of society, the needs of students and the changes in education reforms. For promoting whole-person and balanced development of students, the school offers a wide range of "Other Learning Experiences" opportunities to students. Different subject departments will incorporate various reading elements into their curriculum to widen the reading scope of students.
School-based curriculum: 1. Electives: 3X. Business, Accounting & Financial Studies, Biology, Chemistry, Chinese History, Economics, Geography, History, Information & Communication Technology, Physics, Technology & Living, Tourism and Hospitality Studies and Mathematics Extended Part Module 2 2. Curriculum highlights: To cope with the challenges of the 21st century and to cultivate whole-person development, the school provides some school-based elements in various subjects and other learning opportunities such as Ethics and Religious Studies, S.1 & S.2 Student Growth Lesson, S.2 to S.4 Extended Curriculum (STEM, Languages Education and Visual Arts Education), S.1-S.3 Reading lessons, S.4 Leadership training activities and Activity lessons etc.
Development of the Four Key Tasks: 1. Learning and Reading Skills: We equip students with the different learning skills, such as verbalization of ideas, use of graphic organizers to consolidate their knowledge. Students are given a good variety of meaningful reading activities to enhance their ability to read and to learn. 2. Information Technology: We have a well facilitated campus. We have upgraded our school network and refurnished the Multi-media Learning Centre for the convenient use of teachers and students. Bring Your Own Device (BYOD) is also implemented in different forms. With the availability of the e-learning platform and various tools, students are encouraged to develop effective self-directed learning both inside and outside class time. 3. Moral and Civic Education: A good sense of moral and civic responsibility is cultivated through class building, leadership training, and the reinforcement of good habits and values. A good degree of exposure through various learning experiences also helps heighten students’ awareness and self-understanding, which enables them to better develop their potentials and become wise decision-makers. 4. Leadership Development: In order to promote students' leadership capacity and responsibility, students are to undergo meaningful learning experiences. Besides taking up responsibilities to serve their fellow schoolmates, they are given chances for inter-school interflow/exchanges and various training opportunities to enhance experience and widen exposure.
Life Planning Education: To enhance career and life values, our school provides a good variety of learning activities to nurture our students with the necessary skill, knowledge and values to enhance their self understanding and to stretch their potentials. with good exposure and empowerment, our students not only set goals for themselves but also are resilient as well as competent enough to face future life challenges.
Student Support
Whole School Approach to Catering for Learner Diversity: All the teachers see closely to the learning diversity of students and strive to cater for their needs through material design, group activities as well as personal care and attention. In case of special need, a clear referral system is in place to facilitate the class teacher, the Student Growth Committee personnel and the school social workers to work together to provide help and support services.
Whole School Approach to Integrated Education: Our school adopts the Whole School Approach to cater for the students with special educational needs. The Student Care Team, led by Special Educational Needs Coordinator (SENCO), is responsible for the co-ordination of available resources to provide intensive support to the students. Regular meetings for planning and evaluations are held with parents and students concerned in order to raise the effectiveness of the measures taken. A comprehensive support is introduced to develop the strengths and potentials of our students with special educational needs.
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; 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; and organising cultural integration activities.
Measures to provide adaptation for Learning and Assessment: The performances of the students in their everyday learning activities and in examinations constitute their academic assessment records. In addition to test and quiz results, students are also assessed continuously through the diverse learning experiences they are engaged in, e.g. assignments, lesson preparation, class participation, project work as well as field study and visit reports.

Home-School Co-operation and School Ethos
Home-School Co-operation: The school organises various parents' days and parents' nights to build close liaison with parents, and facilitate co-operation in nurturing students' development. The Parent-Teacher Association (PTA) organises different talks, picnics and tea gatherings in order to strengthen the family bonding and enhance the sharing culture among parents. The PTA also offers numerous scholarships and prizes to encourage the all-round development of students.
School Ethos: To live up to our school motto “Truth and Love” , we endeavour to provide a caring and supportive learning community for our students. Workshops, seminars, class teachers’ periods, school assemblies are some good examples of activities which help the growth and development of our students. It is also our major focus to nurture in our students a good sense of responsibility and belonging, as well as an appreciative attitude to everything around them.
Future Development
School Development Plan: The 3-year (2021-2024) Development Theme is “Promoting Holistic Wellness for the Common Good of All” . Our development direction is to empower students to become self-reflective learners through strengthening their learning competence and to foster their positive aspiration and wholesome character for the common good of all.
Teacher Professional Training and Development: The school attaches great importance to teachers’ training and their professional development. School-based training workshops, scheduled on the Staff Development Days, reinforce various skills and areas of knowledge as well as help echo the major concerns of the year. Small-group learning circles are formed to further develop teachers’ capacity in different aspects. Our teachers are all keen professionals actively involved in different development courses, seminars, and workshops, and share what they have learnt with the team and subject panel. There is a strong presence of the culture of sharing and collaboration among teachers, which synergize and enhance the effectiveness, quality and profession of teaching.
Life-wide Learning (including Five Essential Learning Experiences to be provided through Key Learning Areas, extra-curricular activities, co-curricular activities, etc.)
There are around 20 extra-curricular activities (ECA) groups. Besides, civic, moral and religious programmes, outings, visits and study tours are organized to enrich the school life of our students.
School Facilities
School Facilities: Air-conditioned Classrooms, Music Room, Computer Room, Laboratories, Study Room, Library, Multi-media Learning Centre, Student Activity Centre, Activity Room, English Learning Centre, School Social Worker's Room, Meeting Room, Conference Room, Religion Room, Chapel, First Aid Room and School Hall, Basketball Court, Volleyball Court, Roof Garden, Grotto, Lift and Toilets for the Disabled are also provided.
Facility(ies) for Supporting Students with Special Educational Needs: Ramp, Accessible lift and Accessible toilet.
Others
Please refer to our school website.
Direct public transportation to School
Bus: 2F, 3B, 3C, 3D, 3M, 3P, 5C, 116, 203E; MTR: Diamond Hill Station - 19M mini bus; Wong Tai Sin Station - 37M mini bus; San Po Kong - 20 mini bus.