



港九街坊婦女會孫方中書院

HK & KLN Kaifong Women's Association Sun Fong Chung College

4643 Tai Po Road, Tai Po Kau Tai Po

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### School Mission

We adhere to the mission and vision of the sponsoring body and emphasize on nurturing students to become trilingual and biliterate individuals. We are the first aided school in Hong Kong to use Putonghua as the medium of instruction. The prime concern of our college is to develop students' multiple intelligences. We aim at providing comprehensive education, developing individual and unique qualities and abilities of each student in the ethical, intellectual, physical, social and aesthetic aspects. We stress developing students' lifelong learning ability, creativity and adaptability.

### School Information

Supervisor / Chairman of School Management Committee	Dr. Koong May Kay, BBS, JP	
Principal (with qualifications / experiences)	Ms. Wu Fung King (B.A. (Hon), Dip.Ed., M.Ed)	
School Type	Aided	Co-ed
School Motto	Diligence, Integrity, Trustworthiness, Prudence	
Name of Sponsoring Body	HK & Kln Kaifong Women's Association Ltd.	
Area Occupied by the School	About 11557 Sq. M	Religion
Parent-Teacher Association	Yes	Past Students' Association / School Alumni Association
Incorporated Management Committee	Established	Percentage of school supervisor and managers fulfilling the training targets

### Teaching Staff Information (including School Head) in the 2023/2024 School Year

Number of Teaching Posts in the Approved Establishment	56	
Total Number of Teachers in the School	58	
Qualifications and Professional Training (% of Teaching staff)		
Teacher's Certificate / Diploma in Education	97%	
Bachelor Degree	100%	
Master / Doctorate Degree or above	74%	
Special Education Training	37%	
Years of Experience (% of Teaching staff)		
0 - 4 years	5 - 9 years	>= 10 years
17%	12%	71%

### Subjects Offered in the 2023/2024 School Year

S.1 - S.3	Chinese as the medium of instruction	Chinese Language (integrated with Putonghua), Mathematics*, History*, Geography*, Chinese History, Life and Society, Visual Arts, Music, Design and Technology, Home Economics (S.1-S.2) and Physical Education. (Putonghua is the medium of instruction of the above subjects.)
	English as the medium of instruction	English Language, Computer Literacy, Science
	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, Mathematics, Citizenship and Social Development, History, Chinese History, Geography, Economics, Visual Arts, Design and Applied Technology, Mathematics (M2)
	English as the medium of instruction	S.4 and S.5: English Language, Chemistry, Physics, Information and Communication Technology S.6: English Language, Biology, Physics, Information and Communication Technology
	Adopt a different medium of instruction by class or by group / school-based curriculum	S.4 to S.6: Biology

\* Subjects with extended learning activities (ELA) in English

## Subjects to be Offered in the 2024/2025 School Year

S.1 – S.3	Chinese as the medium of instruction	Chinese Language (integrated with Putonghua), Mathematics*, History*, Geography*, Chinese History, Life and Society, Visual Arts, Music, Design and Technology, Home Economics (S.1-S.2) and Physical Education. (Putonghua is the medium of instruction of the above subjects.)
	English as the medium of instruction	English Language, Computer Literacy, Science
	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, Mathematics, Citizenship and Social Development, History, Chinese History, Geography, Economics, Visual Arts, Design and Applied Technology, Mathematics (M2)
	English as the medium of instruction	English Language, Chemistry, Physics, Information and Communication Technology
	Adopt different medium of instruction by class or by group / school-based curriculum	Biology

### Class Structure & Chargeable Fees (2023/2024)

\* 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	\$40					
Student Union / Association Fee	\$10					
Approved Charges for Non-standard items	\$13 (House fee)					
Other Charges / Fees	-					

### Remarks

Special Learning Activities are organized for students to enjoy various learning activities outside their classrooms. Language Across Curriculum period is introduced in junior forms to enhance students' English proficiency.

### 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 2024).

1. Interview 20%;
2. Academic Performance 20%;
3. Conduct 20%;
4. Awards (academic, sports, aesthetic and service) 20%;
5. Ranking from EDB 20%.

#### Orientation Activities and Healthy Life

1. Apart from the "Tips for New Students" and "Parents' Handbook" (e-version), S.1 orientation is organized for parents and students to enable them to understand our school mission and vision, as well as the school management. After the two-week Summer Bridging Course, new students can adapt to the medium of instruction (Putonghua and English) in our school quickly. The course activities include getting to know the campus, team building, discipline training, Putonghua, Mathematics, Science and Computer Literacy bridging classes, which help consolidate students' respective knowledge. It is hoped that an earlier adaptability to secondary school life and the Medium of Instruction would help S.1 students cope with the challenges.
2. The Healthy School Policy Team was set up to help our students develop healthy lifestyle, positive values towards life and social skills. The focuses of our school include positive psychology, healthy dieting, drug-free campus, no-smoking campus, self-esteem improvement, emotional health, life planning and sex education.

<b>School Characteristics</b>
<b>School Management</b>
<b>School's Major Concerns:</b> 1. To enhance students' sense of national identity and global citizenship. 2. To nurture students to become proactive learners. 3. To help students establish healthy lifestyles.
<b>School Management Organisation:</b> Incorporated Management Committee has been established to implement school-based management. Through collective decision-making, we have set up an empowered administrative structure with clear duties. 14 administrative groups such as Academic Committee, Students' Growth & Support Committee, Parents and External Relations Liaison Committee have been established. The publication of 'Teacher's Handbook', 'Safety Guidelines' and 'Middle Management Guide' has built the multi-dimensional self-evaluation culture. These efforts were acknowledged by the External School Review (ESR) Team. The ESR Team pointed out the effectiveness of self-improving and sustainability.
<b>Incorporated Management Committee / School Management Committee / Management Committee:</b> The members of the Incorporated Management Committee include 7 Sponsoring Body Managers, 1 Independent Manager, 2 Teacher Managers, 2 Parent Managers, 1 alumna or alumnus Manager and the Principal.
<b>School Green Policy:</b> A Green School Committee was established to supervise the environmental measures implemented in our school. The school has used energy-saving fluorescent lighting and heat-proof window sheets are also used on the campus. Apart from these, the school has also joined the Sustainable Development School Award Programme and Student Environmental Protection Ambassador Scheme. Parents can receive school notices online or via Apps. Electronic notices will reduce the amount of paper consumption. Environmental Protection Society and Environmental Protection Prefects in each class are responsible for the promotion of energy saving and raising students' environmental awareness.
<b>Learning and Teaching Plan</b>
<b>Whole-school Language Policy:</b> 1. English is the medium of instruction in ICT and Science subjects in senior forms. Students opt to take these electives based on their learning abilities and interests. 2. S.1-S.3: English is the medium of instruction in Science and Computer Literacy. Extended Learning Activities in English are implemented in some other subjects. Language-Across-the-Curriculum activities and English enrichment programmes are held. 3. Language-Across-the-Curriculum lessons are set up in junior forms to polish students' English reading and writing skills. 4. To enhance our students' English proficiency, 3 native English-speaking teachers are recruited to create a conducive environment for English learning enhancement.
<b>Learning and Teaching Strategies:</b> 1. To strengthen cooperative learning, teachers hold group discussions and presentations and give feedback. 2. Classroom routines and 5 'S' strategies are set to build students' good study skills. 3. Pre-learning focus is set to prepare students in advance. The teachers also develop students' note-taking skills to grasp the learning focus. Students are also encouraged to write reflection regularly. 4. Every subject has its own online zoom teaching platform to support students' life-wide learning (fully accredited by Focus Inspection Personnel). 5. 150 ipads are available in e-learning to enhance teacher-student interaction. 6. Recommended books are posted on the school's website to widen students' scope of exposure and develop their cognitive thinking. 7. Various learning strategies are introduced to the students to enhance their learning.
<b>School-based curriculum:</b> 1. Electives: 2X and 3X. To provide various learning experiences, 12 senior secondary electives are offered to cover different key learning areas. 2. Curriculum highlights: (1) S.1-S.3 Chinese Language: Putonghua is integrated with Chinese Language. (2) S.1-S.3 Life and Society: To align with the senior secondary curriculum, materials are tailor-made to foster students' self-understanding, the understanding of citizenship, communities, the nation, countries worldwide and the environment. (3) Design and Applied Technology is also in senior secondary to enhance students' high-order thinking skills and problem-solving abilities. (4) Language-Across-the-Curriculum period is introduced in S.1-S.3. Language-Across-the-Curriculum dictation is held to build students a stronger English foundation with relevant vocabulary items and sentence structures. Every week, school-based English reading articles are set to boost students' three-tiered English skills: listening, reading and writing. Online listening, mind-maps and procedural writing skills are employed.
<b>Major Renewed Emphases in the School Curriculum:</b> 1. Morning Reading Sessions, the Reading Award Scheme and other reading activities are conducted to improve students' reading proficiency. 2. To nurture students' generic skills, the Cross-Curricula Project Learning Activities are organized. 3. In order to foster students' positive values, attitudes and behaviour, Moral and Civic Education is effectively and systematically implemented through learning activities in Morning Assemblies, Class Teachers' Periods, Life and Society and other related subjects. 4. With the set-up of whole-school Wi-Fi system, online learning platforms are strategically utilized to develop e-learning. 5. STEAM education is further strengthened. Through implementing Aquaponics projects, students' science and English learning effectiveness are boosted and the value of sustainable development is nurtured. 6. Note-taking skills are extensively introduced and reinforced in all forms and subjects to consolidate and thus raise learning effectiveness.
<b>Life Planning Education:</b> F.3-F.5 Life Planning Periods are conducted by our specially assigned teachers.
<b>Student Support</b>
<b>Whole School Approach to Catering for Learner Diversity:</b> Appoint teachers to attend special education training. A task group has been formed. A counselor and a teaching assistant are recruited to help students with special needs. Implement a 'Buddy Counselling Scheme': senior form students will study with students who have learning difficulties. 239 students have been successfully recommended for 'The Gifted Student Training Scheme', organized by the EDB, in different subject areas since 2003-04.
<b>Whole School Approach to Integrated Education:</b> The school is committed to implementing integrated education with a whole school approach. The SEN coordinator holds regular meetings with teachers to make an appropriate support plan for students with Special Educational Needs and make various adjustments. The school arranges different subject teachers to attend EDB three-level courses in dealing with students with diverse educational needs. We also invite the EDB Educational Psychologist and social workers to give talks and information to staff in order to raise teachers' professionalism. The school also holds talks or workshops for parents to enhance their understanding in integrated education. The school uses resources flexibly by employing a counselor, a supporting teacher and a teaching assistant to support students' learning diversity. With the help of services like emotion management, speech therapy, integrated activities, tutorials and so on, we target at students' different needs to help them with a better multiple development so that they have a better life planning and career preparation. The school also organizes consultation or counselling services by our Educational Psychologist or social workers.
<b>Measures to provide adaptation for learning and assessment:</b> 1. Small class teaching is conducted in the core subjects of some classes. 2. Two sets of English curricula and textbooks are used to boost students' learning effectiveness. 3. The weighting of daily assessment has been increased to enhance formative assessment and to help students alleviate their exam pressure. 4. Special test and exam arrangements are made for students with special needs. 5. Three levels namely core, extended and advanced levels of curricula are set. Teachers arrange assignments to cater for students' learning needs. 6. In Junior Forms, an additional 20% of marks is given in the Challenge Section of the test and exam papers of Chinese Language, Information and Communication Technology, Science and Mathematics to cater for learners' diversity. 7. 'Guidelines for Assessment' is set for every assessment paper. 40% is general questions, another 40% is extended questions and 20% is the questions involving higher order thinking skills. 8. Teachers hold remedial and enhancement classes based on the students' performance data.

## Home-School Co-operation and School Ethos

### Home-School Co-operation:

The committee members of the Parent-Teacher Association hold meetings and organize activities regularly in order to facilitate the cooperation among parents, teachers, the school and community. So, parent and school education can be fostered. Parents elect representatives to be a member of Incorporated Management Committee. PTA appoints parent representatives to be members of 'Monitoring Committee on Trading Operations'. The committee is to supervise lunch, coach, tuck shop service providers, bookstore and school uniform companies. PTA also holds seminars and activities to promote parent education. PTA organizes 'The Reuse of School Uniform and Textbook Scheme' to encourage conservation and help the needy families. Regarding external communication, through the exchange and collaboration between Sun Fong Chung College and two mainland high schools, the School's Sister School Scheme enhances the understanding and communication, strengthens cultural interflow among all related parties. With the support from parents, the School conducts inter-cultural exchange activities and field trips. In addition, voluntary services are conducted in collaboration with local community organizations in order to facilitate students' contribution and commitment to the society.

### School Ethos:

1. The school has allocated resources to help students' growth with a discipline cum counselling approach. Yearly concerns are tailored and led by the vice-principal (student support) to develop students' healthy physical, psychological and social growth systematically.
2. Student-centered activities are organized to provide an array of multifarious opportunities so that our students are the 'protagonists'. Students' good behaviour is acknowledged with positive reinforcement in various ways (e.g. Morning/Weekly Assemblies, School Website, Lift Lobby TV, Honour List, Conduct Bonus, etc.). Well-behaved students are credited to be the role-models for their fellow schoolmates.
3. There are moral education and life education lessons in which discussions on campus life, news and current affairs, are held. The Principal, vice-principals and teachers take turns to give messages to nurture students with good value of judgement.
4. The school has a bi-class teacher system. All teachers and staff have lunch on campus and a class teacher period is set at the end of the day to encourage more communication between teachers and students. The school is dedicated to building up a harmonious relationship between students and teachers through the class and student support.
5. Students are highly encouraged to participate in community service to develop their caring virtues.

### Future Development

#### School Development Plan:

The three-year Development Focuses:

1. To enhance students' sense of national identity and global citizenship.
2. To nurture students to become proactive learners.
3. To help students establish healthy lifestyles.

#### Teacher Professional Training and Development:

1. Provide support to colleagues in strengthening students' national and global citizenship identities, and cultivate students to become active learners: make good use of questioning skills, information technology and multiple teaching strategies to enhance students' understanding of the country and their sense of belonging to the country; help students to learn independently and inspire their spirit of questioning and innovation.
2. Provide support to colleagues in establishing students' healthy lifestyle: utilize better management of classroom routines, and optimize teacher-parent cooperation strategies to help students grow and enhance their self-management skills.
3. Assist teachers to use "T-Standard+" to construct teachers' professional roles, values and ethics in order to reflect on the gains and losses of professional growth and development needs and construct a blueprint for professional continuing education.

#### Life-wide Learning (Including Five Essential Learning Experiences to be provided through Key Learning Areas, extra-curricular activities, co-curricular activities, etc.)

Our extra-curricular activities are organized in 5 domains: academics, sports & arts, area of interests, services, and leadership. There are altogether 38 clubs and 11 student leader teams, including Chinese Culture Society, English Society, Marching Band, Photography Club, Debating Society, Civic and Social Club, Magic Club, Rowing Team, Tug-of-War Team, Synchronized Rope Skipping class, Boy Scouts, Girl Guides, JPC, CYC, Academic and Discipline Prefects, Librarians, Promotion Prefects, Master of Ceremony Team, Inter-House Committee, Mentors, Student Association, Environmental Protection Prefects and so on.

#### School Facilities

Number of Classroom(s): 30

#### School Facilities:

Our millennium school buildings are air-conditioned and equipped with a fiber-optic network and whole school wifi system. In addition to the standard teaching rooms and facilities, we also have an English Room, English Garden, Life Planning Room, Digital Library, Information Technology Learning Laboratories, a renovated Design & Technology Room with a 3-D printer and laser cutter. A visualizer and e-board is available for classroom. There are also a soccer pitch, running tracks, sandpit and gymnasium.

#### Facility(ies) for Supporting Students with Special Educational Needs:

Ramp, Accessible lift, Accessible toilet, tactile guide path, accessible public information / service counter and visual fire alarm system.

#### Others

The students were awarded 333 external prizes and awards in 2022-2023, including 39 champions, 47 first runners-up, 63 second runners-up, 6 third runners-up, 100 merits and 78 other awards, which cover academic, sports and art domains. Outstanding ones as follows:

1. 10 students successfully admitted to the Web-based Learning Courses for Gifted/More able Students, EDB;
2. awarded the Champion (senior section) of My Favourite STEAM Products and the Champion of Minecraft STEM Studio in the Final, the Tai Po District Home Affairs Department and Inno Expo @Tai Po
3. The STEM production 'Vertical Hydroponics' awarded the Bronze Prize in 2023 The Greater Bay STEM Excellence Award (HKSAR) in Science Experiments (Junior Form);
4. 5A SO KIN KANG was awarded 'The Star of the Stars in the Tai Po Outstanding Youth Commendation Scheme' (secondary section);
5. 4A DAI CHEUK WAN was awarded the Champion in the China Aerospace Dream Knowledge Competition with Popular Science Education Online Class;
6. 6A TSANG SIN YIU was awarded the First-class Prize (senior), the HK Schools Chinese History Project Research Award Scheme;
7. 4A CHENG YING was awarded the Champion in the HK Junior Skills Competition 2022 – Digital Construction;
8. 5A LAI HEI CHI was awarded the Champion in the HK Junior Skills Competition 2022 – Restaurant Service;
9. Gold Award in Tai Po 41st the Schools Dance Festival;
10. The Champion (boys senior) the Inter-school Football Competition 2022-23 (North East);
11. The Champion (girls senior) the Inter-school Basketball Competition 2022-23 (North East);
12. The Champion (girls Senior) of 'Well Dunk' 2022-23 Gold Cup, InspiringHK Sports Foundation Limited;
13. 4A WONG KA MAN was awarded the Most Valuable Player of 'Well Dunk' (Girls Senior) 2022-23 Gold Cup, InspiringHK Sports Foundation Limited.

(Visit the School's website for further information.)

Scholarships are set up to encourage students who excel in the academic or the conduct domains. Financial assistance is given to disadvantaged students so that they can participate in educational and diversified activities and competitions.

Exchange programmes:

1. Field trip to Guangzhou - 'Sun Yat Sen' s Revolution Journey (High Speed Rail)
2. Field trip to Shenzhen on innovation, technology and development of cultural conservation
3. Cultural exchange trip to Guangxi and Vietnam, i-TaiPonet
4. Exchange Programme 2023 'Tianjin-HK Sports & Technology'
5. Summer Sports Teams Training, Seoul, Korea

#### Direct public transportation to School

Mini-bus: 28K, 28S; Bus: 72, 72A, 73A, 74A; School Coach