



樂道中學

Lock Tao Secondary School

Mei Lam Estate Shatin

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### School Mission

The school features honesty, faith, goodness and diligence, aiming to provide quality Christian education for students' moral, intellectual, physical, social, artistic and spiritual growth. Students are encouraged to activate their potentials and contribute actively to the society with a responsible manner.

### School Information

Supervisor / Chairman of School Management Committee	Mr. Tsang Kin-woo	
Principal (with qualifications / experiences)	Mr. Wong Chi-wai (Bachelor of Business Administration, Advanced Postgraduate Diploma in Education, Master of Education (Educational Administration & Leadership))	
School Type	Aided	Co-ed
School Motto	Honesty, Faith, Goodness and Diligence	
Name of Sponsoring Body	Lock Tao Secondary School Limited	
Area Occupied by the School	About 4000 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	53	
Total Number of Teachers in the School	60	
Qualifications and Professional Training (% of Teaching staff)		
Teacher's Certificate / Diploma in Education	87%	
Bachelor Degree	100%	
Master / Doctorate Degree or above	42%	
Special Education Training	42%	
Years of Experience (% of Teaching staff)		
0 - 4 years	5 - 9 years	>= 10 years
33%	13%	54%

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

S.1 - S.3	Chinese as the medium of instruction	Chinese Language, Mathematics*, Integrated Science*, Life and Society, Technology Education, Chinese History, Putonghua, Religious Education, Physical Education, Music, Visual Arts
	English as the medium of instruction	English Language
	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 (Extended Part Module 1), Religious Education, Geography, Economics, Physics, Visual Arts, Tourism and Hospitality Studies, Health Management and Social Care (S.4, S.5), Applied Learning, Future Skills Development Programme (S.4-S.5), Physical Education
	English as the medium of instruction	English Language
	Adopt a different medium of instruction by class or by group / school-based curriculum	Mathematics (Compulsory Part), Citizenship and Social Development, Chemistry, Biology, Information and Communication Technology, Business, Accounting and Financial Studies

\* 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, Mathematics*, Integrated Science*, Citizenship, Economics and Society (S.1), Life and Society (S.2, S.3), Geography (S.1), History (S.1), Technology Education, Chinese History, Putonghua, Religious Education, Physical Education, Music, Visual Arts
	English as the medium of instruction	English Language
	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 (Extended Part Module 1), Religious Education, Geography, Economics, Physics, Visual Arts, Tourism and Hospitality Studies, Health Management and Social Care, Applied Learning, Future Skills Development Programme (S.4-S.5), Physical Education
	English as the medium of instruction	English Language
	Adopt different medium of instruction by class or by group / school-based curriculum	Mathematics (Compulsory Part), Citizenship and Social Development, Chemistry, Biology, Information and Communication Technology, Business, Accounting and Financial Studies

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

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

	S1	S2	S3	S4	S5	S6
No. of classes	3	3	4	4	4	3
School Fee	-	-	-	-	-	-
Tong Fai	-	-	-	\$340	\$340	\$340
Parent-Teacher Association Fee	\$120 (one-off payment)					
Student Union / Association Fee	\$15					
Approved Charges for Non-standard items	Fees for Specific Purposes \$450 (S.1 to S.5); \$300 (S.6)					
Other Charges / Fees	-					

### Remarks

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## S.1 Admission, Orientation Activities & Healthy School Life

<p><b>Secondary One Admission</b></p> <p>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). Considerations will be thoroughly given to applicants according to the following criteria: Academic Results: 30%, EDB's Rank Order List: 20%, Conduct: 20%, Interview: 10%, Awards: 10%, Extra-curricular Activities: 10%</p>
<p><b>Orientation Activities and Healthy Life</b></p> <p>To help Secondary One students adapt to the new school environment, our Secondary One Bridging Courses like Chinese Language, English Language, Mathematics, Life and Society, Integrated Science and Visual Arts are held during the summer holidays. Other activities include Orientation Day for Students and Parents (August) and Secondary One Parents' Day (November).</p> <p>Our school provides diverse activities in Physical Education lessons. Different kinds of sports programmes organised by members of National Sports Association and the Leisure &amp; Cultural Service Department (LCSD) are held to encourage students to participate in District Major Sports Development Scheme and in sports on a regular basis, and develop their healthy and colourful lifestyles. Catering Service Monitoring Committee is formed by our teachers, parents and students to monitor the service quality of the catering service provider.</p>

## Lock Tao Secondary School

<b>School Characteristics</b>
<b>School Management</b>
<b>School's Major Concerns:</b> To foster a caring culture and diversified learning environment for individual differences. To emphasize spiritual growth and moral education.
<b>School Management Organisation:</b> The Incorporated Management Committee (IMC) of Lock Tao Secondary School was established in 2007 in order to undertake school-based management and promote quality Christian education. Opinions of all the stakeholders are collected through regular school meetings, PTA meetings and Student Association meetings. Through the supervision of the Principal, Vice Principals and Assistant Principals and the collaboration of all administrative committees, school policies are implemented.
<b>Incorporated Management Committee / School Management Committee / Management Committee:</b> The Incorporated Management Committee of Lock Tao Secondary School comprises of members from the School sponsoring body, the Principal, representatives from teachers, parents, alumni as well as an independent professional member.
<b>School Green Policy:</b> Our school enforces environmental protection policies to establish a green campus. Please refer to 'Others' for details.
<b>Learning and Teaching Plan</b>
<b>Whole-school Language Policy:</b> Our School adopts Chinese as the Medium of Instruction, which helps students attain proficiency in both Chinese and English. We offer Putonghua as the Medium of Instruction for teaching the Chinese Language in some junior classes. Extended learning activities in English are integrated into the Junior Secondary Integrated Science and Mathematics curricula. Funded by Project WeCan II and Quality Education Fund, our school has set up the Campus TV to promote language learning. In addition, our school has set up an English Activity Centre for holding English week and English Drama Training workshops. News sharing sessions are conducted by students in Chinese and English during the Morning Assembly. Morning Reading Sessions and Extensive Reading Schemes in both Chinese and English are held throughout the year. To enhance biliterate and trilingual abilities, our school encourages students to join the Speech Festival (Chinese, English and Putonghua Speeches).
<b>Learning and Teaching Strategies:</b> Please refer to 'Others' for details.
<b>School-based curriculum:</b> 1. Electives: 2X and 3X. Our school offers 10 electives, Future Skills Development Programme, 2 applied learning courses and mathematics extended module. Students can choose various subjects according to their interests and abilities. 2. Curriculum highlights: a. Design school-based curriculum to cater for students' diverse abilities and needs. There are English Enhancement classes for remedial and enhancement purposes. b. Project-based Learning with collaboration of different subjects and Language across the Curriculum are incorporated in the junior forms curricula to activate students' relevant knowledge and skills systematically. c. "Applied Learning" courses are offered to senior secondary students. There are over 40 subjects and 6 areas of studies which include Creative Studies; Media and Communication; Business, Management and Law; Services; Applied Science; and Engineering and Production. This gives students an opportunity to take suitable courses according to their interest and ambition, and to develop their multiple-intelligence and multi-directional development. d. School-based gifted courses are established and students are nominated to take the gifted courses provided by universities and The Hong Kong Academy for Gifted Education. e. Our school has developed school-based STREAM courses and conducted relevant learning activities to enhance students' creativity and problem-solving skills. f. Religious courses are offered to emphasize the value and meaning of life in Christianity, and cultivate students' values to respect for life.
<b>Major Renewed Emphases in the School Curriculum:</b> Please refer to 'Others' for details.
<b>Life Planning Education:</b> Starting from the junior forms, our school provides different life planning and career guidance activities, including workshops, visits, talks, job-tasting, individual counselling and Life Planning Course for students in order to help them have better understanding of their characters, interests, strengths and weaknesses as well as to develop their potentials. These activities not only broaden their horizons, but also allow them to learn more about the workplace and to enhance their self-confidence. Hopefully students can thus plan ahead and set clear goals in life.
<b>Student Support</b>
<b>Whole School Approach to Catering for Learner Diversity:</b> 1. Tailor-made school-based core and extended curriculum to cater for students with different learning abilities. 2. Cater for learning needs through the after-school tutorial classes. 3. Implement different types of award schemes like Lock Tao award scheme, Star of the Month Scheme and Best Improvement Award, I Can Do It Scheme encouraging students of different abilities to learn conscientiously. 4. Cater for individual differences, small-class teaching and small-group streaming are implemented in Chinese, English and Mathematics. 5. Promote a caring culture on the campus, Co-Class Teacher system, Stand by Me Scheme and Caring Ambassadors Scheme are incorporated into the curriculum. 6. Nominate gifted students to join university programmes.
<b>Whole School Approach to Integrated Education:</b> 1. Our school upholds the principle of "respecting differences and fostering inclusion" in a whole-school approach. Our school, through various policies and cultural developments, provides high-quality, evidence-based support for the students with special education needs. 2. Our school has established "Inclusive Education Policy Team", which is supervised by the Vice Principal of academics to come up with the structure and development of the inclusive education at school. To offer intensive support to the students with special needs, our school has set up "Integrated Education Student Support Team (SEN Team)". The Special Educational Needs Coordinator (SENCO), Special Educational Needs Support Teachers (SENSTs), counselors, and teacher assistants will take individual cases into consideration to provide students with special education needs with comprehensive care. 3. In order to achieve Inclusive Education, we have established "Happy Teens Club" with various activities such as luncheon meetings, picnics and excursions. 4. In terms of teaching and learning, the school provides students having special education needs with case workers, assessment referrals, test adjustments, accompanied study, Individualised Education Plan (IEP), speech-language pathology, Chinese enrichment course, Social Training Group, Arts Therapy and Life Planning Group, After-school Learning Support Programmes, and Pre-exam Revision Group to alleviate the students' learning difficulties.
<b>Education Support for Non-Chinese Speaking (NCS) Students:</b> Our school provides additional support for NCS students to facilitate their learning of 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 activities to create an inclusive learning environment in the school. Also, a teaching assistant has been employed to look after the NCS students' school life and strengthen the communication between parents and teachers. We also provide bilingual (English and Chinese) circulars for parents to understand the school's message clearly, and conduct cultural experience activities to help NCS students develop their understandings of Chinese Culture and the history of Hong Kong.
<b>Measures to provide adaptation for learning and assessment:</b> There is one test and two examinations in each academic year. Our school emphasises continuous and diverse assessment methods. Through assignments, projects, class participation and skill-based tests, students' learning performance and effectiveness in different learning periods will be assessed. Our school policy matches HKEAA's requirements according to the "Quality Assessment Management Accreditation Scheme" and we have been awarded the "Quality Assessment Management Accreditation".

<b>Home-School Co-operation and School Ethos</b>
<b>Home-School Co-operation:</b> Our Parent-Teacher Association (PTA) was established in 1996. In order to promote the home-school cooperation, a variety of activities, including Parents' workshops, talks and family gathering, have been organised. Parent volunteers have also been gathered to provide extra support for the school. To have a better understanding on students' school performance, Parents' Days have also been held regularly. Through the active cooperation between the teachers and parents, a better teacher-student and parent-child relationship can be developed.
<b>School Ethos:</b> Our students are humble and abide by school rules. A full time school chaplain service is available to provide pastoral care for students and foster their spiritual development. Co-Class Teacher system aiming at providing more care and support for students is employed in each class so as to allow students to have a richer school life through different activities and competitions. All junior form students are required to have lunch at school. Our school has received Caring School Honour Award for many consecutive years. Different schemes and awards are offered, including Grow New Impetus Scheme, Stand by Me Scheme, I Can Do It Scheme, Lock Tao Ambassador Scheme and Caring Ambassador Scheme in order to activate students' potentials enhance their confidence and help them to integrate into campus life.
<b>Future Development</b>
<b>School Development Plan:</b> 1. Cultivate students' generic skills and enrich their learning experience by constructing, updating and optimising the curriculum. 2. Cater for learner diversity and enhance students' self-learning skills. 3. Strengthen values education and build a healthy campus to maintain a healthy body, mind and spirit. 4. Promote a healthy lifestyle in students. 5. Provide quality Christian education.
<b>Teacher Professional Training and Development:</b> Since 2007, our school has been working with The University of Hong Kong and started the School-University Partnership Scheme in order to promote teachers' professional development. The school actively organises and participates in diversified education lectures and workshops in order to keep up with the latest trend of the Education Bureau (EDB). Peer lesson observation has been highly promoted for a better teaching enhancement, establishment of learning organisation and sustainable development of school.
<b>Life-wide Learning (including Five Essential Learning Experiences to be provided through Key Learning Areas, extra-curricular activities, co-curricular activities, etc.)</b> Our school has set up a variety of clubs and interest groups (sports and recreation, uniform groups, social services, academic accomplishment, leisure interests, religious and spiritual education, culture and arts) for students to choose. Recently, cycling team and fencing team have been introduced to build a learning community for the primary schools in the district so that students can benefit from the cooperative relationships. Our school cultivates outstanding class committee members, club committee members, and student union members through systematic training in order to train them to become outstanding leaders and enable them to realise their social responsibilities to serve the society. Moreover, Life-Wide Learning and Uniform Groups and School Club Periods are promoted and integrated in the class periods to foster more cross-curriculum learning opportunities, exploring students' potential and cultivating their different generic skills. Through the above activities, a quality student learning portfolio can be developed.
<b>School Facilities</b>
Number of Classroom(s): 26
<b>School Facilities:</b> Hall, Innovation Technology Room, Food Technology Room, Electronic Technology Room, Gymnastic Centre, Laboratories (Integrated Science, Physics, Chemistry, Biology), Music Room, Visual Arts Room, Geography Room, Library, Multi-media Learning Centre (MMLC), Apple Computer Room, Microsoft Computer Room, Student Activity Centre, Band Room, Campus TV Studio, Career and Guidance Counselling Room, English Activity Centre and Religious Room, 60 Tablet PCs and 90 Chromebooks and all classrooms are equipped with WiFi to support the implementation of Information Technology.
<b>Facility(ies) for Supporting Students with Special Educational Needs:</b> Ramp, Accessible lift and Accessible toilet.
<b>Others</b>
1. In order to encourage students to strive for the best and develop their potential in academic, discipline, extra-curricular activities and services, a variety of awards and scholarships have been provided, They include the Best Performance Gold/Silver/Bronze Award, Best Improvement Award, Outstanding Sportsman Award and Outstanding Extra-Curricular Activity Performance Award. 2. School bus service is provided at the following estates and locations: Chun Yeung Estate, Shek Mun Estate, Kwong Yuen Estate, Shui Chuen O Estate, Yue Chui Court, City One Shatin, Belair Garden, Garden Rivera, Sha Kok Estate, Pok Hong Estate, Jat Min Chuen, Chun Shek Estate, Sun Tin Wai Estate, Golden Lion Garden, Sun Chui Estate, Ka Keng Court and Festival City. 3. Details of "School Green Policy": a. Apart from the formal academic studies, our school also encourages students to participate in the green activities such as Switch off the Light Campaign. b. The school has arranged some Environmental Protection Ambassadors to help implement environmental protection measures. The establishment of environmental recycling boxes allow students to develop a green-living lifestyle. c. With the Environment and Conservation Fund, we installed all energy saving lights (T5), Grade 1 Energy Label room coolers, LED exit signs and rooftop heat insulation coating in 2012. d. The solar power system was installed in 2014 to collect solar energy for the school lighting system. e. From 2018 onwards, our school has upgraded electrical installations every year and installed more energy-efficient LED tubes and photosensitive sensors in the rooms. f. Starting from 2021, our school has joined the "Green Campus 2.0 10KW" Solar Power Scheme organised by the Electrical and Mechanical Services Department (EMSD) and has upgraded to Panasonic air conditioners, which are more energy efficient, in the whole school. 4. Details of "Learning and Teaching Strategies": a. Teachers have designed a school-based curriculum and tiered assignments, and have set up School-based After-school Learning Support Programmes and school-based gifted courses to cater for learner diversity. b. We promote Blended Learning, arrange diversified and interesting learning activities and strengthen student-teacher interaction to enhance students' learning effectiveness. c. Our teachers enhance students' motivation and develop their self-directed learning by strengthening pre-tasks and optimizing e-Learning. d. Our School has established "Life-wide Learning Periods" to enable our students to meet the needs of social development and experience "Learning Beyond Classroom" through visits, investigation, workshops, service learning to integrate study with everyday life. e. Teaching and learning effectiveness is enhanced by peer lesson observation, collaborative lesson planning and continuing education. 5. Details of "Development of Key Tasks" : a. To foster students' reading habits and self-learning skills, various activities such as book recommendations by teachers, reading groups, book fairs, writers' talks and morning reading sessions have been organized. We have joined the eRead Scheme and established the eRead Incentive Scheme to build a richer reading environment for our students. b. Through Lock Tao Ambassadors Service Scheme, flag-raising training, Class Periods, Morning Assembly News Sharing and Outbound Learning, students' social awareness and understanding of the Basic law and National Security Law could be enhanced. c. Project-based Outbound learning in junior forms and Mainland Study Tours in senior forms are arranged by the Citizenship and Social Development Department to broaden students' horizons. d. Our school has upgraded the classroom wireless projection devices from Project WeCan II to facilitate e-learning. The "Google Suite for Education" platform and relevant applications are integrated in the junior form technology curriculum. The launching of BYOD can also enable students to get access to the "Star Learning" platform provided by HKEd City and the "Online Questions Bank" platform (OQB), which can further enrich students' learning experiences. e. To meet the ever-increasing challenges of the world in this 21st Century, we promote STREAM education, which helps cultivate students' creativity, problem-solving skills, team work spirit and I.T. knowledge. We have also included Religious and Arts education to nurture a balanced development in students' body, mind and spirit.
<b>Direct public transportation to School</b>
Bus: 80, 46X, 283, 286X, 46P, 72, 72A, 80K, 81, 82K, 85, 88K, 288C MTR: Tai Wai Station Public Light Bus: 63A, 63B