



馬錦明慈善基金馬陳端喜紀念中學

MKMCF Ma Chan Duen Hey Memorial College

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### School Mission

Our mission is to make available a sound and all-round secondary education conducted on Christian principles as professed by the Lutheran Church Hong Kong Synod. Through the insistence of our beliefs, the fulfillment of our promises and the promotion of spiritual, moral, intellectual, physical, social and aesthetic education, we hope that our students will become the blessings for the families and society. We are committed to nurturing the whole-person development of students and instilling in them Christian values of self-motivation, obedience and respect so that all students will graduate as healthy and competent individuals who would glorify God, help people and love learning.

### School Information

Supervisor / Chairman of School Management Committee	Rev. Dr. Yung Tse You	
Principal (with qualifications / experiences)	Mr. Chui Samuel Wing Ho (B Com (Macquarie University, Australia), PGDE (EdUHK), M Sc (CUHK))	
School Type	Aided	Co-ed
School Motto	Faith and Wisdom - Modest, Caring, Diligent, Honest	
Name of Sponsoring Body	Lutheran Church - HK Synod Ltd.	
Area Occupied by the School	About 6000 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	47	
Total Number of Teachers in the School	53	
Qualifications and Professional Training (% of Teaching staff)		
Teacher's Certificate / Diploma in Education	100%	
Bachelor Degree	100%	
Master / Doctorate Degree or above	50%	
Special Education Training	32%	
Years of Experience (% of Teaching staff)		
0 - 4 years	5 - 9 years	>= 10 years
62%	4%	34%

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

S.1 - S.3	Chinese as the medium of instruction	Chinese Language, Mathematics, Putonghua, Chinese History, Life and Society, Life Education, Science*, Geography*, Bible Knowledge, Music*, Physical Education, Computer*, Technology and Living*, Visual Arts, Design and Technology, History (S1-S2)*, Integrated business (S3)
	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, Citizenship and Social Development, Chinese History, Geography, Economics, Business, Accounting and Financial Studies, Tourism and Hospitality Studies, Physics, Chemistry, Biology, Information and Communication Technology, Visual Arts, Music, Physical Education, Bible Knowledge, Life Education
	English as the medium of instruction	English Language
	Adopt a different medium of instruction by class or by group / school-based curriculum	-

\* 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, Putonghua, Chinese History, Life and Society, Life Education, Science*, Geography*, Bible Knowledge, Music*, Physical Education, Computer*, Technology and Living*, Visual Arts, Design and Technology, History (S1-S2)*, Integrated business (S3)
	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, Citizenship and Social Development, Chinese History, Geography, Economics, Business, Accounting and Financial Studies, Tourism and Hospitality Studies, Physics, Chemistry, Biology, Information and Communication Technology, Visual Arts, Music, Physical Education, Bible Knowledge, Life Education, Films and Transmedia, Child Education
	English as the medium of instruction	English Language
	Adopt different medium of instruction by class or by group / school-based curriculum	-

### 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	3	3	3	3
School Fee	-	-	-	-	-	-
Tong Fai	-	-	-	\$300	\$300	\$300
Parent-Teacher Association Fee	-	-	-	-	-	-
Student Union / Association Fee	\$30	-	-	-	-	-
Approved Charges for Non-standard items	\$300	-	-	-	-	-
Other Charges / Fees	-	-	-	-	-	-

### Remarks

We work closely with NGOs and other institutes to provide Applied Learning courses. Through regular courses in art and physical education and extra-curricular activities, we develop students' skills in leadership. We also work with various organisations to provide learning opportunities for students in service learning and social work.

## 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).

Interview 50%, Academic achievement 30%, Non-academic performance 20%

### Orientation Activities and Healthy Life

There are orientation programs for both the S.1 parents and students. The programs like "S.1 Bridging Course" and "Summer English Bible Camp" co-hosted with the Lutheran Church-Missouri Synod etc. are held not only to help S.1 students adapt to the new curriculum, but also provide them with opportunities to improve their language skills through a student-exchange programme called "International Interface" Project with the US Lutheran Church. This can encourage better communication and home-school cooperation. The supplier provides a balanced diet for the students. The school has joined the Assessment in Physical Fitness and the One Uniformed Group Program so as to encourage students to care about health, nurture potential in art and participate in sports activities regularly.

<b>School Characteristics</b>
<b>School Management</b>
<b>School's Major Concerns:</b> 1. Taking into account the diverse development of students, cultivating students' skills in the 21st century, and creating a sense of achievement for students. 2. Improving teachers' professional ability, broaden teachers' horizons, and give back to learning and teaching. 3. Focus implementation of Christian values Education, broaden horizons and practicing of healthy living and career planning.
<b>School Management Organisation:</b> The School Incorporated Management Committee implements school-based management. In 2001, Parent-Teacher Association was set up. We have a complete set of guidelines and handbooks for administrative and teaching purposes to facilitate systematic administrative procedures. The goal of the teaching staff is to provide quality education relentlessly through their team work and professional knowledge, in the expectation that every student can excel both in character and academic performance, and become a responsible citizen by serving people and glorifying God.
<b>Incorporated Management Committee / School Management Committee / Management Committee:</b> The Incorporated Management Committee was set up in 2007. With a mixture of different stakeholders, the launching of the school policies is transparent with accountability. Besides, we have a good management team so that we can monitor and support HR and financial management effectively.
<b>School Green Policy:</b> In the past few years, we were awarded the "Gold Wastewise Certificate".
<b>Learning and Teaching Plan</b>
<b>Whole-school Language Policy:</b> Our school adopts the biliteracy and trilingualism language policy. Under the implementation of the MOI fine-tuning with extended learning activities for some students in each form (e.g. Science, Geography, Music), language proficiency of students is improved. Besides, we have international connections through our Lutheran Church background and students can have lots of chances to learn English (e.g. Study tour and exchange program). Teachers and student volunteers from America often have school visits and exchange program in our International Interface program.
<b>Learning and Teaching Strategies:</b> Based on the recommendations of the CDC, our broad and balanced curriculum including diverse and specialized subject choices, allowing students to develop academically, professionally and careers according to their abilities, interests and needs. Flexible and open structure of the curriculum can be adapted to the school situation so as to promote students' whole-person development and cultivate their life-long learning and self-directed learning ability. Dedicated teachers from different learning areas in the KLA group are responsible for monitoring the curriculum development direction and the subject contents. Some subjects can strengthen the connection between the junior high school curriculum and high school, and lay a good learning foundation for students; also provide high school curriculum trial arrangements for S3 students to meet their developmental needs; the school's senior high school curriculum provides a diversified combination of subjects, students not only can choose to study Applied Learning subjects, and can take the newly established Tourism and Hospitality, which is conducive to the diversified development of students.
<b>School-based curriculum:</b> 1. Electives: 2X and 3X. Chinese History, Geography, Economics, Business, Accounting and Financial Studies, Tourism and Hospitality Studies, Physics, Chemistry, Biology, Physical Education, Information and Communication Technology, Visual Arts, Music, Applied Learning 2. Curriculum highlights: (1) IT in Education: BYOD policy to enhance the effectiveness of teaching and learning, foster a student-centered learning environment, and nurture students with 21st century talent. An environment conducive to student learning and make good use of electronic tools to ensure that every classroom is smooth and efficient, and that campus life is harmonious and orderly. The school's acceptable use policy aims to ensure that students use electronic tools, the Internet and communications properly on campus so that students can become responsible digital citizens. (2) STEM Education: The school is committed to aligning with the global education trends, to equip students to cope with the changes and challenges brought about by the rapid economic, scientific and technological development of the 21st century society and the world, and actively optimize the curriculum. The school plans to increase the number of classes in science and mathematics in the coming year to free up space to strengthen the promotion of STEM education. The school will adopt a hybrid model, using the past experience and building resources to promote STEM education, combined with project learning methods, to deepen students' integration and application of interdisciplinary.
<b>Major Renewed Emphases in the School Curriculum:</b> Value Education: Based on the values Education curriculum framework document and relevant strategic suggestions provided by EDB, our school plans our school's Christian values Education in accordance with our school conditions, school-running philosophy, Christian whole-person education philosophy, and students' growth needs at different stages. The school adopts various strategies, including the words and deeds of the school staff in different positions, the learning inside and outside the classroom of different disciplines, life-wide learning, the experience of service practice and the creation of the whole school atmosphere. With all those, we can nurture students to become a new generation with positive values and good character. Learn from reading: The school actively promotes the culture of reading, with scheduled morning reading lesson and different reading reward programs. Interactive learning using information technology: The school arranges the teaching of computer cognition unit for junior high students and infiltrates relevant elements in appropriate learning areas, such as programming education.
<b>Life Planning Education:</b> According to the developmental needs of students at different growth stages, the school promotes further education and career counselling activities, broadens students' horizons, helps students understand own interests, abilities, needs and aspirations, and provides high-quality life planning education and further education and career counselling services. Study, get vocational training or employment, and make informed choices. The school provides students with individual and/or collective counselling and counselling services for further studies and careers, allowing them to make sensible further studies or employment choices in line with their interests, abilities and aspirations, and to help them effectively deal with and adapt to the transition from school to employment as soon as possible. The ultimate goal is to enable students of different abilities, aspirations and levels to understand their personal aspirations for further studies and employment, cultivate a positive attitude towards learning and work, integrate their aspirations with whole-person development and lifelong learning, and use the acquired knowledge and skills in a timely manner and attitude.
<b>Student Support</b>
<b>Whole School Approach to Catering for Learner Diversity:</b> The school Counsellors and the educational psychologist provide special care for slow learners, and design various tailor-made tutorial classes for students with different capacities. Besides, teachers would consider the students' different capacities and make appropriate adjustments in preparing learning materials so as to increase the students' sense of achievement. We have different tutorial classes, Saturday tutorial programs and activities to cater students' learning diversity.
<b>Whole School Approach to Integrated Education:</b> Learning Support team including vice principal, SEN coordinators, educational psychologists, teachers work with and collaborates with other school groups to support SEN students. The school is committed to building a culture of inclusiveness. The Whole School Approach supports SEN students through resource allocation or provide appropriate support services to enhance students' learning effectiveness and help them intergrade into campus life. The school provides support to students in response to their special educational needs and the opinions of their stakeholders. Besides, we have "Chinese, English and Maths. Basic Training Team" for junior form students with dyslexia. Our school also provides test adjustments for students in need, so that they can receive appropriate support. We work closely with parents to have good communication mechanism to discuss and review the strategies for supporting students through different channels.
<b>Education Support for Non-Chinese Speaking (NCS) Students:</b> 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; and organising activities to create an inclusive learning environment in the school.
<b>Measures to provide adaptation for learning and assessment:</b> Our school has formulated a clear and comprehensive assessment policy in line with the curriculum goals. Besides daily and formal assessments, project-based learning and service learning are also emphasized. Parents' assessment and a personal learning profile have also been adopted.

<b>Home-School Co-operation and School Ethos</b>
<b>Home-School Co-operation:</b> Our Parent Teacher Association has been established for twenty one years. Its main goals are to promote parent voluntary services, foster home-school co-operation and broaden the horizons of parents. Throughout these twenty one years, our Parent Teacher Association has organized a variety of parent-child interest groups and conducted a number of seminars and outings on parent-child relationship building and built up a team of devoted parents to provide voluntary services. The Association continues to strive for developing a close home-school co-operation.
<b>School Ethos:</b> We have a vibrant school culture, emphasizing both the students' character and knowledge, especially the understanding of the Gospel. This is demonstrated in "After-school Development project", which provides after-class tutorials and extra-curricular activities for junior students. Besides, we have implemented the "double class teachers" system from S.1 to S.6 and school-based counseling for junior class students to provide more care and guidance for them. After class, we have gospel groups and various interest groups. For senior students, we have the "Public Exam Self-enhanced Goals" program, to help assess each student's strengths and weaknesses and design relevant tutorial classes and learning activities to enhance their academic results.
<b>Future Development</b>
<b>School Development Plan:</b> (1) Utilize information technology sensibly in teaching and learning to arouse students' learning interest and inspire them to become self-directed learners (2) Implement STEM education to stimulate student's creativity and develop their collaboration skills and problem-solving skills (3) Promote extensive reading to cultivate a good reading habit among students (4) Fully advocate Christian value education to enhance students' adaptability in dealing with life changes and challenges (5) Organize multi-disciplinary foreign tours persistently to broaden students' horizons and sustain their experience in life long planning (6) Plan systemically after school activities to boost students' self-esteem and enrich their sense of belonging to the school.
<b>Teacher Professional Training and Development:</b> Our Principal is in charge of leading the Staff Development Committee to co-ordinate staff development initiatives. Our school is going to launch inter-school and cross curricular exchange activities for the sake of facilitating professional exchange conducive to fostering cross-curricular collaboration. Additionally, it encourages teacher professional development or support services to help them widen their horizons and promote peer professional exchange.
<b>Life-wide Learning (including Five Essential Learning Experiences to be provided through Key Learning Areas, extra-curricular activities, co-curricular activities, etc.)</b> More than fifty school teams, uniformed groups and extra-curricular activities are provided for students. For example, our school has co-organized golfing activities with The Clear Water Bay Golf & Country Club. Students can also take part in sailing and tennis. Besides, we have worked with The Hong Kong Cricket Club to provide cricket courses for students. A variety of STEAM activities which focus on programming, robot, drones in terms of speed analysis and swarm have been organized. Apart from the above, the school is going to establish 'Metaverse MCDH College' to allow students to exhibit their featured NFT creation. Our school has conducted regular diverse inter-school competitions and inter-house competitions and has joined external competitions and organized student camps to unleash student potential and broaden their horizons. Meanwhile, our school is very concerned about uploading the concept of Service Learning by providing students with numerous chances to providing voluntary services, for example, the scheme of 'Church, School and the Society', Student Improvement Programme and Cambodia volunteer experience tour. Owing the external support, our school can regularly receive American Volunteer Team to provide students with life experience activities, for instance, students being a tour guide of American Volunteer Team to go shopping and offer a family treat at night. American Exchange Tour is organized annually to let students experience American culture by staying with the host family to learn English in an authentic English learning environment. Our school has tailor made various talent programmes such as audio engineering as a creativity development project, developing metaverse multi-media entertainment games and microfilm production, to unleash their potentials and nourish them to be the 21st Century Hong Kong Talents.
<b>School Facilities</b>
Number of Classroom(s): 24
<b>School Facilities:</b> Our school consists of both classrooms and special rooms for Chinese Language, English Language, Mathematics and other special rooms such as STEM Room, Gym, Aerobic Training Center, Music Studio, Sewing Room and Gaming Room. Our School Hall is fully air-conditioned and is equipped with public address system and wifi. We also have one fully equipped computer centre, one multi-media learning centre, one student activity centre, Mini Stage, Chapel and Reptile House. We have installed solar energy system for energy conservation and a climbing wall for enjoyment.
<b>Facility(ies) for Supporting Students with Special Educational Needs:</b> Accessible lift, Accessible toilet and braille and tactile floor plan.
<b>Others</b>
Our school is committed to developing international network and promoting Chinese culture by having organized exchange tours to Japan, South Korea, America and the Greater Bay Area etc. This broadens students' horizons. Our school has received the title 'Caring School' in the Caring School Award Scheme and was in Top Ten in the longest total serving hours of the Hong Kong Volunteer Award Scheme. In The 3rd Hong Kong Student One-Minute Speech Contest 2022, we got the title of Champion and in the Beat Drugs @ Mock Trial, we got the title of the Best Lawyer and the Best Witness. In The Hong Kong Federation of Youth Groups English Public Speaking Contest 2022 - Certificate of Appreciation (Good Performance in Senior Division). In the Hong Kong Inter-School Tenpin Bowling Championships – 2023, we received the Champion (Teacher-Student Division). In the Hong Kong Inter-School Rope Skipping Championship, we won the 4th place. In the 2023 23rd Hong Kong Beach Game and Marching Competition, we got the Champion and was one of the best marching team. In the Hong Kong Creative Maths and Science 4D Frame Competition 2022, we got the title of the Most Creative Award. In the 25th Hong Kong Youth Science & Technology Innovation Competition, we got the Merit Award (Chemistry and Material Session). In the Hong Kong Creative Drama Festival 2023, we received the Outstanding School Award. In the 75th Hong Kong Schools Music Festival (2022), we received two silver and six bronze medals. In the OMC Juggling Competition 2022, we got the Champion (Stage Performing).
<b>Direct public transportation to School</b>
MTR: Po Lam Station; Buses: 297, 93A, 93K, 93M, 98D, 690, 694, 798X; Public Mini Buses: 10/2M, 15/7M, 105/6.