



廠商會蔡章閣中學  
CMA Choi Cheung Kok Secondary School

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School Mission

With the school motto "Sincerity, Trust, Diligence, Fortitude" as a guiding principle, we aim at cultivating the moral, intellectual, physical, social and aesthetic development of our students. Our school stresses the importance of technological and commercial knowledge, creating an environment for the students to develop self-discipline, a sense of justice and adaptability to the changing needs of society.

School Information

|  |   |  |
|--|---|--|
| Supervisor / Chairman of School Management Committee | Dr. Lau Kin Wah                                     |  |
| Principal (with qualifications / experiences)        | Mr. Tong Cham Chun (Master of Science (CUHK))       |  |
| School Type  | Aided   | Co-ed  |
| School Motto   | Sincerity, Trust, Diligence, Fortitude              |  |
| Name of Sponsoring Body                              | The Chinese Manufacturers' Association of Hong Kong |  |
| Area Occupied by the School                          | About 5500 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         |             | 45           |
| Total Number of Teachers in the School                         |             | 53           |
| Qualifications and Professional Training (% of Teaching staff) |             |              |
| Teacher's Certificate / Diploma in Education                   |             | 83%          |
| Bachelor Degree  |             | 100%         |
| Master / Doctorate Degree or above                             |             | 40%          |
| Special Education Training                                     |             | 49%          |
| Years of Experience (% of Teaching staff)                      |             |              |
| 0 - 4 years  | 5 - 9 years | > = 10 years |
| 44%  | 10%         | 46%          |

Subjects Offered in the 2023/2024 School Year

|           |  |  |
|-----------|--|--|
| S.1 - S.3 | Chinese as the medium of instruction   | Chinese Speaking Students: Chinese Language, Mathematics, Integrated Humanities, Chinese History, Science, Business Fundamentals (S.2-S.3), Design and Technology, Computer Literacy, Home Economics, Visual Arts, Music, Physical Education<br>Non-Chinese Speaking students: Chinese Language  |
|           | English as the medium of instruction   | Chinese Speaking Students: English Language<br>Non-Chinese Speaking Students: English Language, Mathematics, Integrated Humanities, Chinese History, Science, Business Fundamentals (S.2-S.3), Design and Technology, Computer Literacy, Home Economics, Visual Arts, Music, Physical Education  |
|           | 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 Speaking Students: Chinese Language, Mathematics, Citizenship and Social Development, Biology, Physics, Tourism & Hospitality Studies, Business Accounting & Financial Studies, Information & Communication Technology, Design & Applied Technology, Visual Arts, Physical Education and Music<br>Non-Chinese Speaking students: Chinese Language            |
|           | English as the medium of instruction   | Chinese Speaking students: English Language<br>Non-Chinese Speaking Students: English Language, Mathematics, Citizenship and Social Development, Biology, Physics, Tourism & Hospitality Studies, Geography, Business Accounting & Financial Studies, Information & Communication Technology, Design & Applied Technology, Visual Arts, Physical Education and Music |
|           | Adopt a different medium of instruction by class or by group / school-based curriculum | -  |

Subjects to be Offered in the 2024/2025 School Year

|           |  |   |
|-----------|--|---|
| S.1 – S.3 | Chinese as the medium of instruction   | Chinese Speaking Students: Chinese Language, Mathematics, Integrated Humanities (S.2-S.3), Geography (S.1), History (S.1), Citizenship, Economics and Society (S.1), Chinese History, Science, Business Fundamentals (S.2-S.3), Design and Technology, Computer Literacy, Home Economics, Visual Arts, Music, Physical Education<br>Non-Chinese Speaking students: Chinese Language |
|           | English as the medium of instruction   | Chinese Speaking Students: English Language<br>Non-Chinese Speaking Students: English Language, Mathematics, Integrated Humanities (S.2-S.3), Geography (S.1), History (S.1), Citizenship, Economics and Society (S.1), Chinese History, Science, Business Fundamentals (S.2-S.3), Design and Technology, Computer Literacy, Home Economics, Visual Arts, Music, Physical Education |
|           | Adopt different medium of instruction by class or by group / school-based curriculum | -   |
| S.4 – S.6 | Chinese as the medium of instruction   | Chinese Speaking Students: Chinese Language, Mathematics, Citizenship and social development, Biology, Physics, Tourism & Hospitality Studies, Business Accounting & Financial Studies, Information & Communication Technology, Design & Applied Technology, Visual Arts, Physical Education and Music<br>Non-Chinese Speaking students: Chinese Language                           |
|           | English as the medium of instruction   | Chinese Speaking students: English Language<br>Non-Chinese Speaking Students: English Language, Mathematics, Citizenship and social development, Biology, Physics, Tourism & Hospitality Studies, Geography, Business Accounting & Financial Studies, Information & Communication Technology, Design & Applied Technology, Visual Arts, Physical Education and Music                |
|           | Adopt different medium of instruction by class or by group / school-based curriculum | -   |

Class Structure & Chargeable Fees (2023/2024)

|   |                            |    |    |       |       |       |
|---|----------------------------|----|----|-------|-------|-------|
|   | 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          | \$50                       |    |    |       |       |       |
| Student Union / Association Fee         | \$10                       |    |    |       |       |       |
| Approved Charges for Non-standard items | -                          |    |    |       |       |       |
| Other Charges / Fees                    | House membership fee: \$15 |    |    |       |       |       |

Remarks

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S.1 Admission, Orientation Activities & Healthy School Life

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| 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).<br>A 15-minute interview will be arranged for each applicant focused on analytical and presentation skills. The selection criteria are as follows: (1) Performance in interview - 35%; (2) Students' overall performance in primary school - 40%: (a) Academic performance 10%, (b) Conduct 10%, (c) Participation in Extra-curricular activities 10%, (d) Teachers' comments, awards and others 10%; (3) Rank order from EDB - 25%.  |
| Orientation Activities and Healthy Life   |
| Orientation:<br>(1) S.1 bridging programme is held in July to help students get to know more about the school.<br>(2) S.1 Parents' Day is arranged in late Aug to let parents get to know the teachers and understand the school policy.<br>(3) Summer lessons for S.1 students are arranged in late Aug to let students adapt to the new secondary school life.<br>(4) Guidance talks and Education Day Camp are held in the first semester.<br>Healthy Life:<br>(1) Talks on health issues and drug education are regularly held.<br>(2) Students are encouraged to join the "Student Health Programme" provided by the Department of Health.<br>(3) The school and the Community Drug Advisory Council jointly implement the "Health Master" - Healthy School Programme in 2023-2026 school years so as to help students develop a healthy lifestyle and positive attitude towards life. |

| School Characteristics   |
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| School Management  |
| <b>School's Major Concerns:</b><br>1. Strengthen the learning atmosphere.    2. Build a positive attitude in life.    3. Develop the potential of students.  |
| <b>School Management Organisation:</b><br>We apply the principle of School-based Management which emphasizes both Autonomy and Accountability. With an efficient administrative framework as well as policies and procedures being geared to the needs of students and resources being efficiently allocated, we strive to actualize our school mission through classroom teaching, and other education-related activities.  |
| <b>Incorporated Management Committee / School Management Committee / Management Committee:</b><br>Honorary Supervisor: Mr. CHOI Wan Hoe Patrick.<br>IMC: Supervisor Dr. LAU Kin Wah (Sponsoring Body Manager) and Sponsoring Body Managers, they are Mr. WONG Cheung Chi Thomas, Ms. LIN Nan Sze Alida, Dr. WONG Wai Hung Ellis, Mr. LEUNG Sheung Tung Thomas, Mr. LEUNG Yat Cheong, Ms. WONG Sok Man and Ms. NG Bik Kwan Jennifer (Alternate Manager); Dr. WONG Kam Yiu Jimmy (Independent Manager); Mr. TONG Cham Chun (School Principal), Ms. MUI Yim Wah (Teacher Manager), Ms. CHENG Yuen Shan (Parent Manager), Mr. FAN Kai Sing (Alumni Manager)  |
| <b>School Green Policy:</b><br>1. Create a green environment at school by providing some facilities such as a sky garden, fish pond and by planting trees and flowers, etc., so that students can appreciate the beauty of nature and learn to protect the environment.   2. Provide recycling bins to segregate rubbish into three categories: recycled paper, plastic bottles and rechargeable batteries.   3. Organize Inter-class Energy-Saving Competition so as to encourage students to actively participate in energy-saving and collecting and sorting recyclable objects campaign.   |
| Learning and Teaching Plan   |
| <b>Whole-school Language Policy:</b><br>1. We adopt Cantonese for Chinese Speaking Students (Chinese as the medium of instruction) and English for Non-Chinese Speaking Students (English as the medium of instruction). 2. English tutorials are conducted after school for newly arrived students from mainland China. 3. Chinese tutorials are conducted after school for Non-Chinese Speaking students. 4. English and Cantonese are used comprehensively in morning assemblies and major school activities.   |
| <b>Learning and Teaching Strategies:</b><br>1. Strategy of “Assessment for Learning” is used by all teachers in their lessons to give constructive feedback to students.<br>2. Strategy of “Planning – Implementation – Evaluation” is used by all teachers to check and modify their strategies.<br>3. Students are asked to take notes during lessons to foster their behavior of active learning.<br>4. Ample external resources are introduced to students in different levels and needs for their tutorials after school.<br>5. Teachers design different levels of teaching objectives and homework to cater for students' diversified learning abilities and needs.   |
| <b>School-based curriculum:</b><br>1. Electives: 2X. Students can select one subject from each of the two X groups.<br>2. Curriculum highlights:<br>(1) Chinese Subject: Tailor-made Chinese Curriculum for both Chinese and Non-Chinese Speaking Students are laid down to suit their varied backgrounds and academic abilities. The subjects are designed to prepare students for the Diploma of Secondary Education of Hong Kong (HKDSE) and International General Certificate of Secondary Education (IGCSE).<br>(2) Joint-school Elective Subjects for Senior Forms: Our school accompanies with three other secondary schools in Tuen Mun to provide joint school curriculum so as to offer diversified electives subjects for students to choose.<br>(3) Applied Learning (ApL) Subjects: We encourage suitable students to apply for the Applied Learning Subjects to equip them with the abilities, techniques and communication skills for their future promotions and careers.  |
| <b>Major Renewed Emphases in the School Curriculum:</b><br>1. Reading to learn: (a) Reading periods on Chinese and English books are arranged for all classes every day. (b) An Extensive Reading Scheme is launched.   2. IT for Interactive Learning: (a) Over 350 computers are provided to enhance the effectiveness of learning through the use of IT. (b) All classrooms are covered with WiFi and we have iPads for the use of e-textbooks and e-learning. (c) We have 3 computer rooms, all students can use PC to enhance their learning. (d) Each classroom is fitted with a computer, a SmartTV / projector, a visualizer and other audio equipment to enhance the learning and teaching effectiveness.   3. Project Learning: (a) Cross-subjects project learning will be conducted in the junior-form Technology learning area; (b) Project learning is conducted in Integrated Humanities and Citizenship and social development.   4. Moral and Civic Education: positive values & attitudes are fostered through multiple pathways including reading scheme and participation in experiential activities that can touch emotions to show empathy to others' need. Students' sense of responsibility and respect are strengthened through rendering voluntary services to the elderly and the needy. All students are expected to undertake responsibility by joining either "one-student-one-uniform" or "one-student-one-position". |
| <b>Life Planning Education:</b><br>The Careers Guidance Department is responsible for organizing and promoting careers and life planning education to cultivate students' positive learning and working attitude. Through the diversified activities such as self-understanding, careers exploration, careers aptitude test, teachers' friends scheme, internship programmes, workshops, and Basic Law training etc., students would broaden their horizons, pursue their dreams and establish their career aspiration. Our team also provide the individual and group counseling to let the students understand oneself and the society, information of multi-pathways and to set up personal goals so that they can be well-prepared to develop their own careers.   |
| Student Support  |
| <b>Whole School Approach to Catering for Learner Diversity:</b><br>1. Students are streamed into groups according to their abilities and learning needs.   2. Resources have been allocated to implement “U-dream program” , which is a form of private tutoring, to help potential students to attain specific university entrance requirements.   3. Programmes of Inclusive Education are conducted to cater for special educational needs of students to enhance learning abilities and foster the attitude to develop active life.   4. Resources are allocated to develop students' potential in the area of artistic and sports talents. 5. We are using English as the medium of instructions to teach non-Chinese speaking students. 6. We have a coordinator to take care of the learning and growth of the cross-boundary students from Mainland.   7. Implement the Seed Program to strengthen the learning of junior forms students in English and Mathematics.   |
| <b>Whole School Approach to Integrated Education:</b><br>1. Our school adopts Whole School Approach to support the students with Special Educational Needs.<br>2. The Student Support Team includes SENCO, SEN Support Teacher, Educational Psychologist, core subject teachers and SEN Counsellors.<br>3. Provision of professional services such as speech therapy, educational psychology service, occupational therapy etc. 4. Organize social groups, attention training activities, emotion controlling workshops and SEN life planning activities.<br>5. Provide special examination arrangement and homework accommodations for students in need.<br>6. Tailor-made Individual Education Plans(IEP).<br>7. Support SpLD students by implementing small class / group teaching, curriculum tailoring as well as organising reading and writing group.<br>8. Support Autism Spectrum Disorder students via joining AIM project organised by EDB.<br>9. Keep close contact with parents to enhance home-school cooperation.   |
| <b>Education Support for Non-Chinese Speaking (NCS) Students:</b><br>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; 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; organising activities to create an inclusive learning environment in the school; and hiring additional manpower and/or translation/interpretation services to facilitate the communication with parents.  |
| <b>Measures to provide adaptation for learning and assessment:</b><br>The school year is split into two terms. There are two types of assessment in each term: Continuous Assessment and Examination. For certain subjects, continuous assessments are used instead of examinations. To equitably assess students with special education needs on their performance in learning, special assessment arrangements are provided.   |

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| Home-School Co-operation and School Ethos   |
| <p><b>Home-School Co-operation:</b></p> <ol style="list-style-type: none"> <li>1. The Parents and Teachers Association (PTA) holds a meeting every three months to discuss, implement and review all meeting affairs.</li> <li>2. Various activities are organized by the PTA every year, including the Annual General Meeting, family purchasing day in HK Brand &amp; Product Expo, parent-child one-day trip, “Praise our parents” activity etc.</li> <li>3. The PTA will organize some parent-child classes for our students and parents, such as cooking and dessert classes.</li> <li>4. Form Masters and Class teachers will have close contact with parents through interviews and phone calls.</li> <li>5. Parents' talks are conducted by our social workers as well as the educational psychologist.</li> </ol>  |
| <p><b>School Ethos:</b></p> <ol style="list-style-type: none"> <li>1. The school adopted integrated approach on counselling and discipline. It emphasizes both reason and compassion, to help students change for betterment. Through whole school approach, all teachers work together in the direction of preventing student's misbehaviour and encouraging positive behaviour.</li> <li>2. "I Can Do It Scheme" is offered for students to respect and follow school regulations. Reward and punishment schemes are already laid down clearly to encourage students to behave positively.</li> <li>3. Students are encouraged to develop good behaviour and positive life through various means such as Self-enhancement Scheme, morning assembly, "Good Teens Award", two class teachers pastoral care, class teacher periods, class ethos project work, weekly assembly, peer counseling programmes, school-based Health Master Program and voluntary services.</li> <li>4. Regular meetings of Diversified Learning Periods are provided to develop students' potential to the fullest extent. Sharing or showcases to show the fruitfulness of students.</li> <li>5. Students Union is formed and Best Students Election is launched to promote students' leadership and role model.</li> <li>6. Multicultural Evening, Cultural Day and inclusion activities are arranged to let students respect the uniqueness of diverse cultures and establish harmonious relationships among different nationalities to work together and respect each other.</li> </ol>   |
| Future Development  |
| <p><b>School Development Plan:</b></p> <p>2021-2027 3+3 Years School Development Plan</p> <p>Major Concerns:</p> <ol style="list-style-type: none"> <li>1. Strengthen the learning atmosphere.</li> <li>2. Build a positive attitude in life.</li> <li>3. Develop the potential of students.</li> </ol> <p>2023-24 Theme of the School Year: Cultivate fundamentals to build up people, Open up creativity to realize potential</p>   |
| <p><b>Teacher Professional Training and Development:</b></p> <p>Teaching teenagers in next generation to adapt to the future is the commitment of teachers. Our school focuses on developing a team of teachers of high teaching caliber by providing them diversified and professional training to cater the diverse learning needs of students.</p>   |
| Life-wide Learning (including Five Essential Learning Experiences to be provided through Key Learning Areas, extra-curricular activities, co-curricular activities, etc.)   |
| <ol style="list-style-type: none"> <li>1. Through setting up various interesting clubs and classes, students are given lots of learning opportunities and channels to explore their potential.</li> <li>2. Numerous whole school approach activities, Inter-class and Inter-house competitions are organized for students to show their talents.</li> <li>3. Diversified Learning Period (DLP) held on Friday has provided around 20 "Other learning Experiences" for students. Areas in Aesthetic Development, Physical Development, Community Services and Career-related Experiences have been covered. Students are able to develop the life-long learning capabilities so as to achieve the whole-person development that is vital in our ever-changing society.</li> <li>4. The aim of setting the “One Student One Uniform Group” for S.1 is to let our students serve the public, build up self-confidence and train our students to be responsible and self-disciplined persons.</li> <li>5. We have set up “One Student One Service Group Scheme” for S.1 to S.6. It aims at strengthening students’ sense of responsibility and respect through activities and services. Teachers will assign a post to every student according to their characters, talent and interest.</li> <li>6. Students are greatly encouraged to enrich their experiences by participating in the exchange in Mainland China and overseas countries so as to broaden their horizons and global eyes.</li> </ol>  |
| School Facilities   |
| Number of Classroom(s): 26  |
| <p><b>School Facilities:</b></p> <ol style="list-style-type: none"> <li>1. The school has 26 classrooms without floating classes. In order to facilitate our students in study and activities, we also provide 16 special teaching rooms. These include a lecture theatre with a capacity of 100 people, an English corner, 3 information technology learning centres, a needlework room, a cooking room, 2 technology workshops, 2 visual arts rooms, a physics laboratory, a biology laboratory, a chemistry laboratory, a music room, a dancing room.</li> <li>2. Other special rooms are 3 staff rooms, 2 multi-purpose student activity rooms, a guidance room, a career guidance room, 2 social worker rooms, an educational psychologist room, a speech therapy room, 2 interview rooms, a medical room and Student innovative invention exhibition Centre.</li> <li>3. Our school hall can accommodate 900 people and can be served as a multi-purpose indoor stadium. There are also 3 playgrounds, a fishpond and a library with over 20,000 volumes of the collection.</li> </ol>  |
| <p><b>Facility(ies) for Supporting Students with Special Educational Needs:</b></p> <p>Board games and air hockey in student Center can enhance students' problem solving skills and communication skills. Learning support equipment, such as screen readers and Speech to Text Software are provided for students. .</p>  |
| Others  |
| <p>The school actively develops the potential of students, such as sports, arts, STEAM and so on.</p> <ol style="list-style-type: none"> <li>1. With outstanding achievements in STEAM, our students have been representing Hong Kong in international competitions and won in international, national and local competitions.</li> <li>2. Six students from our school have been granted short-term invention patents by the Hong Kong Intellectual Property Department to prepare for future career planning.</li> <li>3. We have established the "One Student One Invention Patent Development Program" and the Creative Education “Master of Learning Cluster”.</li> <li>4. The school found the "Hong Kong Inter-School Creative Paper Airplane Competition" and the "One Student One Invention Innovative Design Contest".</li> <li>5. Our school broke the Guinness World Record in the most paper aircraft made in one hour (team) in April 2023. The aim of challenging this title is to encourage students for exploring the science and technology.</li> </ol> <p>There are lots of awards scheme and diversified activities provided for students to nurture their love of oneself, school, teachers, peers and life.</p> <ol style="list-style-type: none"> <li>1. In order to inspire students to pursue study in degree programmes at local universities, our school offers Choi Cheung Kok Foundation Scholarship for S.6 graduates with an amount up to \$42,100 yearly tuition fee awarded individually.</li> <li>2. In order to inspire students to pursue study in sub-degree programmes (including associate degree and higher diploma) at local universities, our school offers Choi Cheung Kok Foundation Endeavour Scholarship for S.6 graduates with an amount up to \$20,000.</li> <li>3. Other scholarships and award schemes aim at recognizing and encouraging students’ outstanding achievement such as the CMA &amp; Donors Scholarship, Choi Cheung Kok Scholarship and Parent-Teacher Association Scholarship are offered for distinguished students.</li> <li>4. Academic Awards are set up for students who achieve excellence, balanced and improved academic results.</li> <li>5. Awards schemes include The Best Student of the Year, Reading Scheme Award, Self-Enhancement Scheme, Good Teens Award Scheme, Service Award, and Sports Awards.</li> <li>6. Students are encouraged to apply for scholarships and awards schemes such as the Sir Edward Youde Memorial Prize, Outstanding Student Award of Tuen Mun District, Harmony Scholarship, Upward Mobility Scholarship and Students Improvement Award.</li> </ol> |
| Direct public transportation to School  |
| <p>West Rail: Tuen Mun Station;</p> <p>Light Rail: 505, 507, 614, 614P, 751;</p> <p>Bus: B3, B3X, E33, K51, K52, K53, K58, 60M, 60X, 61X, 61M, 62X, 63M, 63X, 67A, 67M, 67X, 960, 260X, 261, 263, 962B, 962X;</p> <p>Minibus: 40, 41, 43, 43A, 43B, 43C, 44, 44A, 44B.</p>  |