



保良局朱敬文中學

Po Leung Kuk C. W. Chu College

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### School Mission

It is our great mission to help our students strive for a better future in terms of their personal growth, academic achievements and career pursuits. Providing a favourable learning environment with great commitments from our teachers results in enhancing our students' critical thinking, independent thinking, confidence and self-esteem.

### School Information

Supervisor / Chairman of School Management Committee	Miss Abbie Sai Kit Chan, BBS	
Principal (with qualifications / experiences)	Mr. Chiu Man Ho (B.B.A., M.A., M.Ed.)	
School Type	Aided	Co-ed
School Motto	Love, Respect, Diligence, Honesty	
Name of Sponsoring Body	Po Leung Kuk	
Area Occupied by the School	About 5800 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	55
Total Number of Teachers in the School	55
Qualifications and Professional Training (% of Teaching staff)	
Teacher's Certificate / Diploma in Education	93%
Bachelor Degree	100%
Master / Doctorate Degree or above	38%
Special Education Training	45%
Years of Experience (% of Teaching staff)	
0 - 4 years	31%
5 - 9 years	11%
>= 10 years	58%

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

S.1 - S.3	Chinese as the medium of instruction	Chinese Language, Mathematics*, Life and Society, Geography, Integrated Science*, Chinese History, Physical Education, Music, Putonghua, Design & Applied Technology, Visual Arts, Information & Communication Technology, History, Technology & Living (S1 & S2), Business Fundamentals (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, Mathematics Extended Part: Module 2 (Algebra and Calculus), Citizenship and Social Development, Physical Education, Tourism & Hospitality Studies, Visual Arts, Information & Communication Technology, Geography, Business, Accounting and Financial Studies, Economics, Design & Applied Technology, Physics, Chemistry, Biology
	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*, Life and Society, Geography, Integrated Science*, Chinese History, Physical Education, Music, Putonghua, Design & Applied Technology, Visual Arts, Information & Communication Technology, History, Technology & Living (S1 & S2), Business Fundamentals (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, Mathematics Extended Part: Module 2 (Algebra and Calculus), Citizenship and Social Development, Physical Education, Tourism & Hospitality Studies, Visual Arts, Information & Communication Technology, Geography, Business, Accounting and Financial Studies, Economics, Design & Applied Technology, Physics, Chemistry, Biology
	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	4	4	4	3
School Fee	-	-	-	-	-	-
Tong Fai	-	-	-	\$290	\$290	\$290
Parent-Teacher Association Fee	-	-	-	-	-	-
Student Union / Association Fee	-	-	-	-	-	-
Approved Charges for Non-standard items	Recognized fees for specific purposes (S.1-S.5: \$300, S.6: \$150)					
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). Applicants are assessed based on the following requirements: The Rank Order List from the Education Bureau: 30%, Interview Performance: 35%, Conduct: 25%, Extracurricular Activities and awards: 10%.</p>
<p><b>Orientation Activities and Healthy Life</b></p> <p>In order to help our S.1 students adapt to their secondary school life and lead a healthy and fruitful life in our school, we would organize a wide variety of events and programmes for them like Orientation Day and Camp, Summer Bridging Programme, Lunch Arrangement at School and so on. Meanwhile, with a view to developing our students' personal growth, we would provide various types of academic and non-academic activities such as "Leap Forward", Reading Buddy Programmes for English Language and Chinese Language, Friday Programme for Sports Development and Art Appreciation.</p>

<b>School Characteristics</b>
<b>School Management</b>
<p><b>School's Major Concerns:</b></p> <p>(1) Making students realize the value of learning process; fostering students' positive learning attitude.  (2) Nurturing students' Growth Mindset, making them ready to rise to the challenge.</p>
<p><b>School Management Organisation:</b></p> <p>Incorporated Management Committee formulates the school development blueprint, and monitors the performance of teaching and learning, the deployment of human resources and the allocation of finance.  The Principal, Vice-Principals, Department Heads and the Representatives of teachers form the Administrative Board which formulates the detailed master school plans and organizes staff meetings to discuss and reach a decision on school policies.</p>
<p><b>Incorporated Management Committee / School Management Committee / Management Committee:</b></p> <p>Our school's Incorporated Management Committee is composed of the Chairman and the Vice Chairman of Po Leung Kuk, the Principal Education Secretary, the Chief Financial Officer, the Teacher Manager, the Parent Manager, the Alumni Manager, the Independent Manager and the Principal.</p>
<p><b>School Green Policy:</b></p> <p>We put great effort to create a green campus. We promote energy conservation and emission reduction, energy conservation and solar power generation, etc., so as to enhance students' environmental awareness of caring for the earth. We have won the championship of the Greening School Project Award for several years. In order to raise students' awareness of living green, we encourage them to separate waste at source, do double-sided printing and use durable tableware.</p>
<b>Learning and Teaching Plan</b>
<p><b>Whole-school Language Policy:</b></p> <p>The implementation of small class teaching allows students to learn both Chinese Language and English Language with reference to their abilities. In order to further enhance students' English abilities, Native English Teachers are scheduled to meet our junior form students weekly during a double period and other activities.</p>
<p><b>Learning and Teaching Strategies:</b></p> <p>Our school-based curriculum relates closely to students' daily life so that they have diversified learning experiences. Through the learning process, their generic skills, positive values and self-directed learning attitudes and knowledge of Key Learning Areas are cultivated. In line with the teaching objectives, our teachers not only apply ample teaching resources but also make use of the edge of information technology to create a favourable learning environment conducive to the enrichment of students' experiences and the cultivation of their self-learning.  Our teachers often encourage our students to express their opinions, provide them with opportunities to demonstrate their learning outcomes, offer them timely praise and provide specific feedback on their strengths and areas for improvements, reinforce their learning performances and guide them to make improvement. Lesson observation and assignment inspection are measures adopted to gauge the quality and effectiveness of the devised curriculum, teaching plans and learning activities while the outcomes of our students' performances help steer the direction of curriculum development.</p>
<p><b>School-based curriculum:</b></p> <p>1. Electives: 2X. Senior form students are allowed to have two elective subjects for the NSS Curriculum with reference to their own preferences and abilities.  2. Curriculum highlights: To keep pace with the social development and cater for students' learning needs, we keep adjusting the structure of the curriculum.</p>
<p><b>Major Renewed Emphases in the School Curriculum:</b></p> <p>There are four key areas:</p> <ol style="list-style-type: none"> <li>Moral, Civic and National Education</li> <li>Extensive Reading and Experiential Learning</li> <li>STEM Project-based Learning</li> <li>Information and Communication Technology Learning</li> </ol>
<p><b>Life Planning Education:</b></p> <p>The implementation of the Life Planning Education in our school enables students to understand themselves, make plans for the future and set up targets of further studies and career development.  A Life Planning Committee has been formed to help both junior and senior forms students to make plans at various stages so as to enhance their abilities to enter the workplace in the future.  For example, we prepare our students to explore more about their desired careers through attending workshops which invite experts of related fields to share experiences, and also through joining training programmes and visiting worksites to let students have a taste about what the jobs are like in different fields.</p>
<b>Student Support</b>
<p><b>Whole School Approach to Catering for Learner Diversity:</b></p> <p>To fully support the learning of our students, we actively promote Recitation(English and Chinese) and STEM project for lower form students and the Outstanding-homework-rewarding Scheme for the whole school. To help the newly-arrived students cope with their problems of adaptation and learning difficulties, our school develops strategies to strengthen the support for them and organizes diversified programmes to cater for their specific needs.</p>
<p><b>Whole School Approach to Integrated Education:</b></p> <p>Our school implements the Whole School Approach (WSA) to Integrated Education to cater for learning diversity and enhance the effectiveness of education as a whole. The policies and strategies are as follows:</p> <ol style="list-style-type: none"> <li>Set up a Student Support Team to plan and co-ordinate the implementation of the WSA. Make good use of various grants, e.g. Capacity Enhancement Grant, Learning Support Grant and Top-up Fund, etc.;</li> <li>Deploy additional teachers, a student counsellor and a speech therapist to enhance classroom teaching and provide assessment, training and intervention;</li> <li>Bring the teacher-student ratio down to 1:20 to give more attention and guidance to individual student;</li> <li>Adopt "Differentiated Teaching Approach" to cater for the learning needs of students to provide flexibility to meet the students' special needs;</li> <li>Organize activities and workshops and peer support programmes such as "Caring Ambassadors" and "Chinese and English Language Reading Buddies" ;</li> <li>Invite parents to Individual Education Plan (IEP) meetings and strengthen the regular communications with parents.</li> </ol>
<p><b>Education Support for Non-Chinese Speaking (NCS) Students:</b></p> <p>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.; and organising activities to create an inclusive learning environment in the school.</p>
<p><b>Measures to provide adaptation for learning and assessment:</b></p> <p>To evaluate our students' academic performances, our school schedules two learning assessments and two examinations each academic year. There are also short quizzes, assignments and projects to monitor their learning progress.</p>

<b>Home-School Co-operation and School Ethos</b>
<b>Home-School Co-operation:</b> Our Parent-Teacher Association aims at cultivating and fostering closer and harmonious parent-teacher-student relationships and enhancing students' sense of belonging to the school with activities such as regular meetings, the Annual General Meeting, Parents' Day, Parents' Night, parents' talks, parent-child voluntary work and workshops, parents' interest classes, picnics, visits, barbecues, feasts, sale of second-hand textbooks and school uniforms recycling scheme.
<b>School Ethos:</b> We place great emphasis on our students' discipline and moral development. Therefore, our school implements "Two-to-Three-Class-Teacher Policy" and whole school approach to provide guidance and monitor discipline. Our Parent-Teacher Association organises various meetings and workshops to strengthen the liaison between parents and teachers.
<b>Future Development</b>
<b>School Development Plan:</b> In the coming year, we will focus more on students' self-learning. We will allocate more resources on students with special needs. In order to arouse students' interest in learning, more advanced stages will be constructed in the curriculum. More resources will be distributed to the Comprehensive Life Planning Programme.
<b>Teacher Professional Training and Development:</b> Apart from three Staff Development Days, we encourage our teachers to participate in different training programmes in the areas of school administration, counseling and guidance, subject-based development and teaching strategies and pedagogy.
<b>Life-wide Learning (including Five Essential Learning Experiences to be provided through Key Learning Areas, extra-curricular activities, co-curricular activities, etc.)</b>
In order to provide a quality campus life for students, we organize a series of activities for students' personal growth and development. We provide over 30 interest groups for students. Every S1 student must join Civil Aid Service and at least one group to receive intensive training on a particular skill. For team and personal development, there are many different kinds of inter-class competitions and inter-house competitions such as the Inter-class Bulletin Board Design Competition and Inter-house Cheering Team Competition. Also, there are leadership training camps, workshops for learning social etiquette and acquiring event planning skills, first aid classes, adventure activities and so on.
<b>School Facilities</b>
Number of Classroom(s): 50
<b>School Facilities:</b> The school campus is well-equipped with different facilities for academic and non-academic purposes. The facilities for the academic purposes include Stem Center, Career Resource Center, English Corner, Multimedia Learning Centre, Physics Laboratory, Chemistry Laboratory, Integrated Science/Biology Laboratory, Electronics Technology Centre, Social Science Experimental Laboratory, Computer Laboratory, Information and Communication Technology Centre and Information Technology Learning Centre. Those facilities for the non-academic purposes include Visual Arts Room, Music Room, Gym Room and Activity Room.
<b>Facility(ies) for Supporting Students with Special Educational Needs:</b> Accessible lift and Accessible toilet.
<b>Others</b>
Plenty of Opportunities for Overseas Visits and Studies Aligning with "The Belt and Road" and "Greater Bay Area", we are going to have study tours to various places in Asia and Mainland China.
<b>Direct public transportation to School</b>
Our school is easily accessible. MTR Tai Wai Station is nearby. Our school can be reached by bus 46X, 89B, 88K, 88M, 87B, 86C, 86B, 85, 85B, 81C, 81M, 80, 80K. Mini-Bus: 68K, 803, 804, 812.