



東莞工商總會劉百樂中學

GCC&ITKD Lau Pak Lok Secondary School

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### School Mission

To help students to excel, to develop their strengths, and to realize their potential. To instill each student with civic education values and a sense of responsibility. To motivate students to learn and achieve all-round development so that each of them can contribute to society.

### School Information

Supervisor / Chairman of School Management Committee	Mr. Chan Yu Chow Edwin	
Principal (with qualifications / experiences)	Ms. Wong Wai Man (B.A., Cert. Ed., M.A., M.Ed., FCOLLT)	
School Type	Aided	Co-ed
School Motto	Knowledge and Virtue with Vigour	
Name of Sponsoring Body	General Chamber of Commerce & Industry of Tung Kun District	
Area Occupied by the School	About 7500 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	61		
Total Number of Teachers in the School	64		
Qualifications and Professional Training (% of Teaching staff)			
Teacher's Certificate / Diploma in Education	77%		
Bachelor Degree	100%		
Master / Doctorate Degree or above	36%		
Special Education Training	28%		
Years of Experience (% of Teaching staff)			
0 - 4 years	5 - 9 years	>= 10 years	
36%	14%	50%	
Year of Commencement of Operation	1984		
Area Occupied by the School	Not Applicable		
Parent-Teacher Association	Yes	Student Union / Association	Yes
Incorporated Management Committee	Established	Percentage of school supervisor and managers fulfilling the training targets	-

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

S.1 - S.3	Chinese as the medium of instruction	Chinese Language, Chinese History, History*, Geography*, Citizenship, Economics and Society* (S.1- S.3), Computer Literacy*, Music, Physical Education, Home Economics (S.1 & S.2), Putonghua (S.1 & S.2), Visual Arts & STEAM
	English as the medium of instruction	English Language
	Adopt a different medium of instruction by class or by group / school-based curriculum	Mathematics, Science* (S.1 & S. 2), Science* (S.3 including Physics, Chemistry & Biology)
S.4 - S.6	Chinese as the medium of instruction	Chinese Language, Citizenship and Social Development (S.4, S.5, S.6), Chinese History, History, Geography, Economics, Information and Communication Technology, Visual Arts, Business, Accounting and Financial Studies, & 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, Mathematics (Extended Part), Physics, Chemistry & 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, Chinese History, History*, Geography*, Citizenship, Economics and Society*(S.1 - S.3), Computer Literacy, Music, Physical Education, Home Economics (S.1 & S.2), Putonghua (S.1 & S.2), Visual Arts & STEAM
	English as the medium of instruction	English Language
	Adopt different medium of instruction by class or by group / school-based curriculum	Mathematics, Science* (S.1 & S.2), Science* (S.3 including Physics, Chemistry & Biology)
S.4 – S.6	Chinese as the medium of instruction	Chinese Language, Citizenship and Social Development (S.4, S.5, S.6), Chinese History, History, Geography, Economics, Information and Communication Technology, Visual Arts, Business, Accounting and Financial Studies, & Physical Education
	English as the medium of instruction	English Language
	Adopt different medium of instruction by class or by group / school-based curriculum	Mathematics, Mathematics (Extended Module), Physics, Chemistry & 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	\$100 (Received only once)					
Student Union / Association Fee	\$30					
Approved Charges for Non-standard items	-					
Other Charges / Fees	Parent Apps Fee \$60, Replacement of Student Card \$20					

### Remarks

Small class teaching has been implemented among all core subjects in both junior and senior forms to cater for students' learning diversity. 4 English Language classes are divided into 6 groups while 4 Chinese Language and Mathematics classes are divided into 5 groups in junior forms. For senior forms, 4 classes are divided into 5 groups in Chinese Language, English Language and Mathematics.

### 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).

The admission criteria are as follows: Rank Order List from the Education Bureau and academics results 40%, Chinese and English proficiency 20%, Interview Performance 20%, Conduct 15%, Non-academic performance 5%.

#### Orientation Activities and Healthy Life

Orientation activities include an Orientation Day for S.1 students and their parents, Bridging Courses (Chinese, English and Mathematics) for new S.1 students, Enrichment Classes, Self-directed Learning training, Peer Counseling Scheme, Homework Remedial Classes and S.1 Orientation Camp.

The Health Education Group promotes the importance of a healthy life through various seminars and exhibitions. The Tuck-shop Monitoring Group supervises the tuck-shop and the lunch arrangement for S.1 students. Our school also takes part in a number of sports schemes such as the School Physical Fitness Award Scheme to promote sports culture and a healthy life.

<b>School Characteristics</b>
<b>School Management</b>
<p><b>School's Major Concerns:</b>                  "Enhancing teaching and learning effectiveness through adopting diverse teaching strategies" and "Applying the power of positive thinking to overcome challenges" are selected as the major concerns of our school for the upcoming three years. We believe that establishing the appropriate curricula and teaching strategies could further strengthen our students' determination of becoming a positive individual that constantly strives for improvement and excellence.</p>
<p><b>School Management Organisation:</b>                  Led by the Principal and two Vice-Principals, there is a clear management structure with the School Council playing a leading role in decision-making and policy-making.                  Our school has established a Parent-Teacher Association, an Alumni Association and a Student Union.</p>
<p><b>Incorporated Management Committee / School Management Committee / Management Committee:</b>                  The IMC, which consists of professionals from the commercial and educational sectors, has been established to discuss matters concerning the school's key concerns and fostering the school's development.</p>
<p><b>School Green Policy:</b>                  The Environmental Conservation message is conveyed through visits and group activities. There are recycling bins on the ground floor to enable students to take part in conservation. There are also guidelines advising students to save energy and resources.</p>
<b>Learning and Teaching Plan</b>
<p><b>Whole-school Language Policy:</b>                  Mathematics and Science (in some classes of S.1 &amp; S.2) as well as Mathematics and Science (Physics, Chemistry and Biology in some classes of S.3 are using English as the medium of instruction (MOI). Other classes in junior forms will have extended learning activities in English. Some subjects in senior forms are also using English as the MOI.                  In order to enhance students' language competency, apart from Putonghua lessons and various reading schemes, we organize drama competitions and take part in the HK Schools Music and Speech Festivals and Inter-school Debating Contests. The 3 full-time Native English Teachers play a leading role in organizing various English activities and conducting oral practice with students so that a language-rich environment is created. Different measures are deployed to foster biliteracy and trilingualism.</p>
<p><b>Learning and Teaching Strategies:</b>                  Based on the principle of 'Life-long Learning and All-round Development', our school facilitates the acquisition of knowledge, skills and morality in all our students, as well as develops their potential to the fullest, so that they will become the pillars of society.                  To keep abreast with the latest changes in curriculum, Citizenship, Economics and Society has been added to the junior forms' curriculum to train students' critical thinking and better prepare them for the New Senior Secondary (NSS) curriculum. e-Learning is conducted in order that students learn to apply information technology in their learning. We also implement various reading schemes, project work, and moral and civic education. To equip students with the ability to cope with changes and challenges brought about by social, economics, scientific and technological advancements, STEM is actively promoted. The introduction of collaborative planning and teaching has been able to enhance the teaching and learning effectiveness of our school.</p>
<p><b>School-based curriculum:</b>                  1. Electives: 2X. Apart from the 4 Core Subjects, there are 10 electives and an Mathematics Extended Part Module 1 for students to choose from.                  2. Curriculum highlights: The Counseling Group and the National Education Group instill students with correct moral values.</p>
<p><b>Major Renewed Emphases in the School Curriculum:</b>                  Our school puts heavy emphasis on reading, National education, as well as Information Technology. Project work and cross-curricular activities can develop students' different communicative skills. There are different reading schemes to promote reading and students are required to read books or newspapers. There are also book exhibitions, online reading programs, library visits and talks by famous authors to build up the reading culture. For the National Education, our school holds morning assemblies, form teacher periods, assemblies, exhibitions and excursions both within and outside Hong Kong to open the eyes of students and encourage them to adapt a positive attitude. It also includes Flag-raising Days and National Education Scheme.</p>
<p><b>Life Planning Education:</b>                  Our school organizes a wide range of talks, visits, workshops and takes part in the Business-School Partnership Programme (BSPP) to help students have a better understanding of their future prospects and set their goals.</p>
<b>Student Support</b>
<p><b>Whole School Approach to Catering for Learner Diversity:</b>                  The Student Support Team (SST) is responsible for the planning, implementation and evaluation of all support work regarding integrated education in the school. There is small class teaching in junior forms to better cater for each student's individual needs and uniqueness. There are also after school tutorial classes, supplementary lessons and pre-exam study groups to give extra support to students. In addition, two form teachers in each of the junior forms provide support for the students, with an emphasis on reinforcing love and care for each individual.</p>
<p><b>Whole School Approach to Integrated Education:</b>                  Members of SST include the Vice-Principal, SENCO, teachers with SEN training, social workers, student counsellors and an educational psychologist.                   SST provides support to SEN students based on the "Whole School Approach" and "3 Tier Support Mode". We collect and sort the data of the new form one SEN students and ask the EP to assess and identify the various types of SEN. We also have a referral system whereby suspected SEN cases will be assessed and given support with the approval of their parents.</p>
<p><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; 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.</p>
<p><b>Measures to provide adaptation for learning and assessment:</b>                  The school also places heavy emphasis on students' learning progress and continuous assessment. We cater for students' special needs during examinations. We help our SEN students to apply for special arrangements in public examinations, so that they can be assessed under fair conditions.</p>

<b>Home-School Co-operation and School Ethos</b>
<b>Home-School Co-operation:</b> There is a Parent-Teacher Association (PTA) to promote home-school collaboration. A Parents' Night, Parents' Day, different talks and sharing groups are organized every year so that parents and the school can closely keep in touch with each other.
<b>School Ethos:</b> Our students are nurtured in a modest yet strict teaching and learning atmosphere with the emphasis on developing ethics, intellect, physique, social skills and aesthetics. We aim to equip our students with a healthy physical and mental spirit in order to become a responsible citizen and highly-functioning member of the society. To achieve this, there are different departments in our school which implement schemes such as the Award Scheme, Group Counseling, etc. We hope that our students can realize the spirit of our school ethos which is for students to have knowledge and virtue with vigour.
<b>Future Development</b>
<b>School Development Plan:</b> The long-term objectives of the school development: 1. To generate positive motivation towards learning for progressive improvements 2. To train and equip students with communication skills, critical thinking skills, analytical skills and creativity. 3. To provide a well-rounded curriculum. 4. To promote the holistic development of each student. 5. To create an ideal learning environment. 6. To enhance teachers' professional development. 7. To promote home-school co-operation and communication.
<b>Teacher Professional Training and Development:</b> In order to provide quality education, our school teachers actively enrol themselves in different professional training. In addition to the Staff Development Days offered by the school annually, our teachers also take part in different seminars, workshops and courses organized by the Education Bureau or other qualified institutions.
<b>Life-wide Learning (including Five Essential Learning Experiences to be provided through Key Learning Areas, extra-curricular activities, co-curricular activities, etc.)</b>
There are four Houses in our school which help to organize different sports and academic activities such as the Swimming Gala and Sports Day. There are about 33 school clubs, sports teams and music teams. With such a variety, students can choose the activities which suit them most. In order to enhance students' leadership, there is a Student Union and four Uniform Teams. Students are also encouraged to participate in different competitions and also in community service activities inside and outside school as these can boost their confidence and sense of achievement.
<b>School Facilities</b>
Number of Classroom(s): 28
<b>School Facilities:</b> There are 28 standard classrooms, 15 special rooms (including two computer rooms). To foster the development of STEAM, one Inno-tech. Design Centre (equipped with 3D printers, a multi-purpose machine tool and a laser cutting machine) and one Inno-tech. Module Learning Centre were built. In addition, there is a school hall, a library, a playground, a Student Activity Room, and Fitness Centre. All the classrooms, special rooms, the school hall and the covered playground are air-conditioned. And all the classrooms are multi-media classrooms. An Apple TV and Ipads have been bought for the implementation of e-Learning. There is a standard lift and there are also two lifts for wheelchairs. In general, Our school is well-equipped to make learning and teaching effective.
<b>Facility(ies) for Supporting Students with Special Educational Needs:</b> Ramp, Accessible lift and Accessible toilet.
<b>Others</b>
In recognition of our students' brilliance, numerous scholarships, such as "Sir Edward Youde Memorial Prizes for Senior Secondary School Students", the "New Territories School Heads Association - Federation of Hong Kong Guangdong Community Organisations Scholarship", "Law's Charitable Foundation, the "Future Stars - Upward Mobility Scholarship", and the "Outstanding Youth Leader Award" of the "7th Sha Tin District Outstanding Youth Leadership Scheme", were awarded to many of our students.  Our students also performed superbly in open and inter-school competitions. In terms of academics, our students received the "Best Performing School Award" in the online English reading scheme "My Smart ABC", won the gold award and the merit award in the "Shenzhen-Hong Kong-Macao Gifted Logic Competition 2021", and finished in second place in the "Personal Finance Planning Competition 2021" organized by the School of Business and Department of Economics and Finance of the Hang Seng University of Hong Kong, as well as won the gold award in EDB Junior Secondary Science Online Self-learning Scheme.  In terms of literature, our students were awarded the "2023 Harvard Book Prize" by the Harvard Club of Hong Kong.  In terms of artistry, our students were crowned as champion in the "The Wharf Hong Kong Secondary School Art Competition 2020-2021 and 2021-2022" while another group of our students received the "Triumphant School Award" in the "Love Foundation Life Campus Campaign - Multimedia Creative Competition (Poster and Graphics)". Besides, delivering impressive results in EDB Exhibition of Student Visual Arts Work and Senior Secondary Students Visual arts' portfolios, our students won the gold award.  In terms of athletics, our students triumphed in both local and international sports competition. They were presented with the "A.S. WATSON GROUP Hong Kong Student Sports Award. They were also crowned champion in "Kwai Tsing Rope Skipping Tournament 2022" and "Queen's Cup Jump Rope 2022".  In terms of civic education, our students achieved remarkable results in Wo Foo Moral and Civic Student Award Scheme 2022/2023. They attained the title of Top 10 Outstanding Student Award in Hong Kong. This honor is given in recognition of their outstanding leadership abilities, volunteer work in the community, and fervent involvement in civic education.  Furthermore, our students also delivered impressive results in the Hong Kong Schools Music and Speech Festival, coming in first place and winning multiple merit awards in various competitions. As the results have demonstrated, the exceptional talents of our students continue to shine through across a wide range of fields.
<b>Direct public transportation to School</b>
Bus: 82K, 86B, 88K, 88P, E42, 80K, 85, 80, 72A, 46X; GMB: 63A, 63B, 63K, 64K, 68K; MTR East Rail Line/ Tuen Ma Line: Tai Wai Station.