



馬錦明慈善基金馬可賓紀念中學

Stewards MKMCF Ma Ko Pan Memorial College

17 Shek Pai Tau Road, Tuen Mun, N.T.

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http://www.makopan.edu.hk

School Mission

With Christian beliefs as foundation, we dedicate ourselves to providing a whole-person education for students and fostering their growth in spiritual, moral, intellectual, physical, social and aesthetic aspects. We are committed to developing students' potential to the fullest and nurturing their critical thinking and lifelong learning attitude. We endeavor to guide students to pursue the truth, goodness, mercy and reputable characters, and to serve God and others wholeheartedly.

School Information

Supervisor / Chairman of School Management Committee	Ms. Pang Chau Sheung, Rosa		
Principal (with Qualifications / Experiences)	Mr. Cheung Koon Hong		
School Type	Aided	Student Gende	Co-ed
School Motto	Be the Salt and the Light of the Earth: From the Bible, book of Matthew 5: 13-15		
Name of Sponsoring Body	Stewards		
Area Occupied by the School	About 7400 Sq. M	Religion	
Parent-Teacher Association	Yes	Past Students' Association / School Alumni Association	
Incorporated Management Committee	Established	Percentage of School Supervisor and Managers / Chairperson and Members of School Management Committee (SMC) of Government Schools Fulfilling the Training Targets	

Teaching Staff Information (Including School Head) in the 2024/2025 School Year

Number of Teaching Posts in the Approved Establishment		54
Total Number of Teachers in the School		61
Qualifications and Professional Training (% of Teaching Staff)		
Had Received Teacher Training		92%
Bachelor Degree		57%
Master / Doctorate Degree or above		43%
Special Education Training		54%
Years of Experience (% of Teaching Staff)		
0 - 4 Years	5 - 9 Years	> = 10 Years
24%	5%	71%

Subjects Offered in the 2024/2025 School Year

S.1 - S.3	Chinese as the Medium of Instruction	Chinese Language, Citizenship, Economics and Society, Chinese History, Putonghua, Religious Studies (Christian Education) and Physical Education
	English as the Medium of Instruction	English Language, Mathematics, Science, Physics, Chemistry, Biology, History, Geography, Commerce Fundamentals, Information and Communication Technology, Music, Visual Arts and Language Across the Curriculum
	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, Citizenship and Social Development, History and Chinese History
	English as the medium of instruction	English Language, Mathematics (Including Extended Part - Module 1 & 2), Physics, Chemistry, Biology, Geography, Economics, Business, Accounting and Financial Studies, Information and Communication Technology
	Adopt a different medium of instruction by class or by group / school-based curriculum	-

Subjects to be Offered in the 2025/2026 School Year

S.1 – S.3	Chinese as the Medium of Instruction	Chinese Language, Citizenship, Economics and Society, Chinese History, Putonghua, Religious Studies (Christian Education) and Physical Education
	English as the Medium of Instruction	English Language, Mathematics, Science, Physics, Chemistry, Biology, History, Geography, Commerce Fundamentals, Information and Communication Technology, Music, Visual Arts and Language Across the Curriculum
	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, Citizenship and Social Development, History and Chinese History
	English as the Medium of Instruction	English Language, Mathematics (Including Extended Part - Module 1 & 2), Physics, Chemistry, Biology, Geography, Economics, Business, Accounting and Financial Studies, Information and Communication Technology
	Adopt a Different Medium of Instruction by Class or by Group / School-based Curriculum	-

Class Structure & Chargeable Fees (2024/2025)

	S1	S2	S3	S4	S5	S6
No. of Classes	4	4	4	4	4	4
School Fee	-	-	-	-	-	-
Tong Fai	-	-	-	\$300	\$300	\$300
Parent-Teacher Association Fee	\$30					
Student Union / Association Fee	-					
Approved Charges for Non-standard Items	\$360					
Other Charges / Fees	-					

Remarks

With the support of the firm spiritual education foundation, we nurture students' potentials for moral, intellectual, physical, social and aesthetic developments as well as facilitate their learning to live, to reflect, to learn, to communicate and to serve so that they can strive forward and become future servant leaders in society.

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 2025). Admission Criteria and Weightings for Secondary One Discretionary Places: Conduct (15%), Academic performance (15%) Extra-curricular Activities and awards (10%), The Rank Order List provided by the EDB (25%), Multiple Intelligence (10%) and Interview (25%).
Orientation Activities and Healthy Life
Our school has a number of Chinese, English, Mathematics and Putonghua bridging courses, Study Skills Training Workshops, Visual Arts Classes organized by the Visual Arts Academy, Music Interest Groups, and Elementary Army Pipes and Drums courses. We also organize the S.1 Orientation Week and a seminar for S.1 Parents to help them adapt to secondary school life and know more about the school respectively. We motivate students to take part in activities related to physical fitness, such as uniform team trainings, Sports Day, Apple Day as well as external competitions and activities. We also disseminate messages concerning health awareness to students through different channels, like Health Week, exhibitions and assemblies. Issues related to balanced diet, nutrition and exercises are also highlighted.

School Characteristics
School Management
<b>School's Major Concerns:</b> 2024/25 Learning Theme: "Foster learner autonomy to develop talents, Love ourselves and one another to embrace challenges"
<b>School Management Organisation:</b> The IMC carries out "school-based management" which lets the main parties in the school to decide and establish the most suitable goal and policy for the school. It is also highly concerned about the professional development of the teaching fellows and to provide them with professional training. Besides, it also highlights the importance of communication between the school and the parents, which helps to produce a prefect-learning environment for students.
<b>Incorporated Management Committee / School Management Committee / Management Committee:</b> The IMC is set up by a group of experienced people in the society. They include members from the sponsoring body, individual professionals, principals, parents, alumni and teacher representatives, etc. They help to carry out "school-based management". Our school expects to further raise the transparency to everyone so as to ensure the decisions made are the best for students.
<b>School Green Policy:</b> There is a greenhouse and an ecology lake in the school garden. The planting group members and ecology ambassadors are to take care of these two places. Teachers can use the above facilities for teaching purposes, integrating the concept of environmental protection into the curriculum. Besides, the school has installed energy saving devices so as to reduce the amount of electricity use. There is also a temperature indicator in each classroom in order to remind students not to switch on the air-conditioners when the temperature is not high. Furthermore, there is a fashion competition for environmental protection every year, which helps to raise the importance of environmental awareness in the whole school.
Learning and Teaching Plan
<b>Whole-school Language Policy:</b> Our school adopts English as the main medium of instruction. To strengthen students' proficiency in English, Chinese and Putonghua and enable our students to be biliterate (English and Chinese) and trilingual (English, Putonghua and Cantonese), we have allocated additional resources, employed ten more teachers and used Putonghua as the medium of instruction in a number of Chinese classes. As it is always our goal to help our students to further their studies in universities, in addition to regular classes, our school also organises small classes with intensive English inputs for students in need of extra language support.
<b>Learning and Teaching Strategies:</b> Emphasis is on the facilitation of learning, and motivation of interests so that students can learn with enthusiasm. We are concerned with both the quantity and quality of assignments.
<b>School-based Curriculum:</b> 1. Electives: 2X and 3X. Students can choose two or three NSS electives to study with reference to their interests and abilities. 2. Curriculum highlights: Several of the school subjects have teamed up with External Examiners who serve as consultants and we also cooperate with several universities in order to improve our teaching strategies and curriculum design. The incorporation of 9 generic skills in junior forms aid the development of positive values. Modular-based subjects also enable students to be the masters of their own learning.
<b>Major Renewed Emphases in the School Curriculum:</b> 1. To enhance the exposure of students in reading, we set up the Makopian Reading Scheme and run the Morning Reading Time to cultivate a habit of reading among staff and students. 2. With the support of Christian Education Unit and Guidance Unit as well as different subjects, we promote character building in students. 3. By studying Citizenship, Economics and Society and undertaking project learning in junior forms, students are encouraged to do studies, from which the skills of observation, data collection and analysis as well as critical thinking are fostered. 4. Interactive learning can be further promoted with the help of information technology. All the classrooms are equipped with computers and projectors and with access to the Internet.
<b>Life Planning Education:</b> Please refer to the school website: <a href="http://www.makopan.edu.hk">http://www.makopan.edu.hk</a> .
Student Support
<b>Whole School Approach to Catering for Learner Diversity:</b> Chinese, English, Mathematics and Integrated Humanities will be taught by using group-teaching method with classes and groups separated according to students' ability. Elite classes and remedial classes will be provided after school for them. Meanwhile, school curriculum, different teaching activities and schoolwork in different subjects will also be designed according to students' ability so as to provide support and training for those who have special needs in learning.
<b>Whole School Approach to Integrated Education:</b> We adopt the Whole School Approach to implement integrated education. The Student Support Team has been set up (including the vice-principal, academic mistress, discipline master, counselling master, SEN coordinator, SEN supporting teacher, Chinese and English teachers, associate teachers, etc.) to support students with special education needs. We also arrange teachers to participate in relevant teacher trainings to enhance their professional competence. In addition, we flexibly use the Learning Support Grant and other on-campus resources to support students with special education needs, including the appointment of associate teachers to offer individual and group trainings according to their needs; and the purchase of speech therapy services for students with corresponding needs. In addition, we also take care of the learning differences of students with special needs through measures like homework adjustments and special examination arrangements. In order to identify the special educational needs of students early and facilitate home-school communication, the SEN coordinator and SEN supporting teacher meet with relevant students and parents on the S.1 registration day. We also work closely with the Education Bureau and professionals such as educational psychologists to conduct case conferences and assessments, so that the class teachers and the subject teachers can understand the updated situation of the students to provide relevant support in their school life and learning. We also design Individual Education Plan for more needy students and invite parents to participate in meetings, so reviews about the effectiveness of different arrangements can be carried out regularly, from which parents can teach and take care of their child more effectively.
<b>Education Support for Non-Chinese Speaking (NCS) Students:</b> Our school provides additional support for NCS students to facilitate their learning of Chinese: For example: providing pull-out programmes and after-school educational support.
<b>Measures to Provide Adaptation for Learning and Assessment:</b> There are two uniform tests and two examinations in each year. We adopt continuous assessment in various ways, including oral presentation, project learning, collaborative work and experiments.

Home-School Co-operation and School Ethos
<b>Home-School Co-operation:</b> Parents are the most important partners and one of the most important human resources of our school. Parents provide support in collecting money, organizing activities and invigilating, etc., which helps in reducing the workload of our teachers and staff. In order to provide parents and volunteers with their own working environment, our school has built the Parents' Resources Centre. The committee members of the Home-School Association have organized a variety of large-scale and high quality interest groups such as Chinese opera, painting, knitting and the making of wire mesh flowers, etc. These activities help to increase the parents' sense of belonging to the school.
<b>School Ethos:</b> Our school trains students to respect and serve others as well as be a responsible and law-abiding citizen while implementing a comprehensive and fair award and punishment system. To nurture a positive culture in the campus as well as facilitate students to grow up in a happy and benevolent environment, we adopt the whole-school approach to guidance and there will be two Form-teachers in each class. We will also help students develop their confidence and whole persons through after-school classes such as gifted classes, improvement programmes, Big Brothers and Sisters Scheme, uniform teams and activities organized by the Student Services Centre and our partner church (Yan Yau Church).
Future Development
<b>School Development Plan:</b> To nurture in our students good qualities, our school has set the learning themes as "Foster learner autonomy to develop talents, Love ourselves and one another to embrace challenges" and our expectations of Makopanians: "Enthusiastic and Self-motivated, Loyal and Responsible, Pure and Courteous, Honest and Courageous, Sincere and Considerate". In addition, to enhance our teaching effectiveness and diversify our teaching methods, our school will reinforce the culture of peer observation, cross-curricular peer observation, lesson studies, assignment design sharing and assignment inspection.
<b>Teacher Professional Training and Development:</b> We participate in various cooperative projects and programmes with the Education Bureau, tertiary institutes and business sectors. Our colleagues are always invited to share their school-based experience in seminars organised by various tertiary institutes and the Education Bureau.
Life-wide Learning (Including Five Essential Learning Experiences to be Provided through Key Learning Areas, Extra-curricular Activities, Co-curricular Activities, etc.)
We encourage students to participate in co-curricular activities to cultivate multi-intelligence and all-rounded development. The activities are divided into five types, namely interest groups, arts clubs, physical activities, service teams and uniform teams. Students can choose from more than 50 activities, including the activities organized by the school and those co-organized with other institutions.
School Facilities
Number of Classroom(s): 30
<b>School Facilities:</b> The school has the Parents' Resources Centre, Multi-Media Learning Centre, Inno Lab, Student Activity Room, 3 Sophisticated Computer Laboratories, Inno Lab, Distance Learning Room, 14 special rooms, two basketball courts and a lift. All classrooms and special rooms as well as the School Hall is equipped with air-conditioning, computer and Internet access. The whole campus is wheelchair accessible. Our 30,000 square feet school garden has an ecological pond, a herb garden, Coral Reef Aquarium, Aqua Life Corner and a greenhouse.
<b>Facility(ies) for Supporting Students with Special Educational Needs:</b> Ramp, Accessible lift and Accessible toilet.
Others
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Direct Public Transportation to School
Buses: 66M, 66X; Light Rail: 610, 507, 751; West Rail: Tuen Mun Station.