



聖公會蔡功譜中學

SKH Tsoi Kung Po Secondary School

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http://tkp.edu.hk

### School Mission

As an Anglican Church school we are committed to upholding our motto, "Faithful to God and charitable to man." Our students' spiritual, moral, intellectual, physical, social and aesthetic development is underpinned by our Christian faith as we instill in them a spirit of self, civility, and strong character, and a commitment to lifelong learning, coupled with a desire to serve their families, society, nation and the world.

### School Information

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|--|---|---|------------------------------|
| Supervisor / Chairman of School Management Committee | Mr. Tsik Chung Hong, Joseph                         |   |                              |
| Principal (with Qualifications / Experiences)        | Ms. Tsang Pui Yu (B.A, Dip. Ed., M.Ed, M.A.)        |   |                              |
| School Type  | Aided   | Student Gende   | Co-ed                        |
| School Motto   | Charity & Faithfulness                              |   |                              |
| Name of Sponsoring Body                              | Anglican (Hong Kong) Secondary Schools Council Ltd. |   |                              |
| Area Occupied by the School                          | About 8000 Sq. M                                    | Religion  | Protestantism / Christianity |
| Parent-Teacher Association                           | Yes   | Past Students' Association / School Alumni Association  | Yes                          |
| 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

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|--|-------------|-------------|
| Number of Teaching Posts in the Approved Establishment         | 59          |             |
| Total Number of Teachers in the School                         | 63          |             |
| Qualifications and Professional Training (% of Teaching Staff) |             |             |
| Had Received Teacher Training                                  | 97%         |             |
| Bachelor Degree  | 100%        |             |
| Master / Doctorate Degree or above                             | 37%         |             |
| Special Education Training                                     | 64%         |             |
| Years of Experience (% of Teaching Staff)                      |             |             |
| 0 - 4 Years  | 5 - 9 Years | >= 10 Years |
| 22%  | 5%          | 73%         |

### Subjects Offered in the 2024/2025 School Year

|           |  |   |
|-----------|--|---|
| S.1 - S.3 | Chinese as the Medium of Instruction   | Chinese Language, Mathematics, Chemistry*, Biology, Physics, Computer Literacy*, History*, Chinese History, Geography*, Putonghua, Religious Education, Design & Technology*, Technology & Living*, Visual Arts*, Music*, Physical Education*, Citizenship, Economics and Society   |
|           | English as the Medium of Instruction   | English Language  |
|           | Adopt a Different Medium of Instruction by Class or by Group / School-based Curriculum | Integrated Science (S.1 and S.2), Integrated Science (S.3 including Chemistry)*   |
| S.4 - S.6 | Chinese as the Medium of Instruction   | Chinese Language, Mathematics, Citizenship and Social Development, Biology, Information and Communication Technology, Mathematics Extended Module 2, Economics, Business, Accounting & Financial Studies(S6), Chinese History, History, Geography, Ethic and Religious Studies, Visual Arts, Physical Education, Music, Tourism and Hospitality Studies, Other Learning Experiences - World Exploration and Music |
|           | English as the medium of instruction   | English Language, Physics   |
|           | Adopt a different medium of instruction by class or by group / school-based curriculum | Chemistry   |

\* Subjects with extended learning activities (ELA) in English

## Subjects to be Offered in the 2025/2026 School Year

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|-----------|--|---|
| S.1 – S.3 | Chinese as the Medium of Instruction   | Chinese Language, Mathematics, Chemistry*, Biology, Physics, Computer Literacy*, History*, Chinese History, Geography*, Putonghua, Religious Education, Design & Technology*, Technology & Living*, Visual Arts*, Music*, Physical Education*, Citizenship, Economics and Society   |
|           | English as the Medium of Instruction   | English Language  |
|           | Adopt a Different Medium of Instruction by Class or by Group / School-based Curriculum | Integrated Science (S.1 and S.2), Integrated Science (S.3 including Chemistry)*   |
| S.4 – S.6 | Chinese as the Medium of Instruction   | Chinese Language, Mathematics, Citizenship and Social Development, Biology, Information and Communication Technology, Mathematics Extended Module 2, Economics, Chinese History, History, Geography, Ethic and Religious Studies, Visual Arts, Physical Education, Music, Tourism and Hospitality Studies, Other Learning Experiences-World Exploration and Music |
|           | English as the Medium of Instruction   | English Language, Physics   |
|           | Adopt a Different Medium of Instruction by Class or by Group / School-based Curriculum | Chemistry   |

### Class Structure & Chargeable Fees (2024/2025)

\* 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          | \$50 (Annual)                  |    |    |       |       |       |
| Student Union / Association Fee         | \$30 (Annual)                  |    |    |       |       |       |
| Approved Charges for Non-standard Items | F.1 - F.5: \$450<br>F.6: \$300 |    |    |       |       |       |
| Other Charges / Fees                    | -                              |    |    |       |       |       |

### Remarks

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## S.1 Admission, Orientation Activities & Healthy School Life

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| <p>Secondary One Admission</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 2025).</p> <ol style="list-style-type: none"> <li>1. Interview performance 30%.</li> <li>2. Academic results of P.5 and P.6 30%.</li> <li>3. Conduct and comments from Primary School as stated on P.5 and P.6 report cards 20%.</li> <li>4. Extra-curricular activities 10%.</li> <li>5. Community services 10%.</li> </ol>  |
| <p>Orientation Activities and Healthy Life</p> <p>Our school provides orientation activities for new Form 1 students, including Day Camp, summer courses and Active Learning Camp. We also organize growth activities such as Positive Character Class, Growth Mindset Class, classroom management, discipline camps, and Christian Fellowship. To encourage physical fitness, novel sports are introduced in PE lessons. Through positive education, our school strives to nurture students to possess happiness, health, and good morals. Through the annual Fruits Day and Home Economics classes, junior students learn about building a balanced diet that promotes healthy growth.</p> |

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| <b>School Characteristics</b>  |
| <b>School Management</b>   |
| <p><b>School's Major Concerns:</b><br/>T for Talents Realization K for Knowledge Formation P for Pedagogy Application S for Skills Refinement S for Stewardship Fulfillment<br/>TKPSS, Spectrum of Success</p>   |
| <p><b>School Management Organisation:</b><br/>Various committees, under three divisions: School Administration, Learning &amp; Teaching and Students' Growth &amp; Development, are guided by the School Administration Consultative Committee to answer to the Incorporated Management Committee of the school. Other than the School Administration Consultative Committee, the Self-evaluation Committee also discusses and fine-tunes school policy regularly.</p>   |
| <p><b>Incorporated Management Committee / School Management Committee / Management Committee:</b><br/>The Incorporated Management Committee is composed of the school supervisor, representatives of the sponsoring body, parents, teachers and alumni, managing the school development in close collaboration.</p>  |
| <p><b>School Green Policy:</b><br/>Aims: To apply best possible practices in environmental conservation and encourage students to be conservationists. To achieve these aims the school: 1. uses electronic news and notice to reduce the use of paper. 2. green lunch: 'on-site meal portioning' is adopted so as to reduce food waste and the use of disposable container and cutlery. 3. installs a Solar-cell system which supplies electricity to the school hall. 4. We have introduced the "Environmental Ambassadors" and "One Minute for the Environment" activities to enhance students' environmental awareness. 5. organizes Waste Reduction Programmes.</p>   |
| <b>Learning and Teaching Plan</b>  |
| <p><b>Whole-school Language Policy:</b><br/>I. Our school emphasizes biliteracy and trilingualism. Measures to promote English learning are as follows:<br/>1. Students are divided into different sets according to their English proficiency.<br/>2. Subjects taught in English are Integrated Science and Physics in junior elite classes as are NSS Physics and Chemistry.<br/>3. School-based exercise books and teaching sets are tailor-made for implementing teaching plans of the English Department.<br/>4. After school tutorial and enhancement classes are organized for both junior and NSS forms.<br/>5. Students interact with native English speakers through activities held in international schools.<br/>II. Enhancing English Proficiency for all by:<br/>1. Morning reading periods, driven by the "Learning &amp; Teaching Committee", encourage students to read graded English books according to their proficiency.<br/>2. An English room, equipped with cutting-edge technology, is specially designated to conduct English lessons and activities by the NET. "English Fun Day" is held to foster English learning.<br/>3. Cross-disciplinary teaching strategies are employed, so that students may learn and relate English in different subject areas.<br/>4. Native English tutors are employed to teach English musicals and dramas.</p>   |
| <p><b>Learning and Teaching Strategies:</b><br/>A unique "TKP Hierarchy of Learners", which includes "Active Learner" and "Critical Thinking Learner", serves as a model of advancement for the students. STEAM education is carried out in an interdisciplinary manner. Tiered elements or other feasible strategies are applied to cater for learner diversity.</p>  |
| <p><b>School-based Curriculum:</b><br/>1. Electives: 2X and 3X. Electives: Mathematics Extended Module 2, Physics, Chemistry, Biology, Information and Communication Technology, Economics, Business, Accounting and Financial Studies, Chinese History, History, Geography, Tourism and Hospitality Studies, Visual Arts, Physical Education, Ethics &amp; Religious Studies.<br/>2. Curriculum highlights: (1) School-based curriculum and classes: World Exploration, Positive Education Modules. (2) The introduction of a "tiered system" enables students to cope with and excel in their studies, assignments, tests and exam papers. (3) To develop students' different talents, our school encourages senior students to participate in the applied learning course.</p>  |
| <p><b>Major Renewed Emphases in the School Curriculum:</b><br/>Based on our school motto of 'Faithful to God and Charitable to Man', we cultivate students' good character with our six-year character education. Elements of National Security Education and the Basic Law have been integrated into the curriculum. Through various learning domains and related learning experiences, our school promotes positive education and a healthy lifestyle. We also adopt the concept of 'integrating counseling into education' to foster students' correct values and attitudes. Elements of Chinese culture have been incorporated into the curriculum. Chinese History is a compulsory subject in the junior forms. Outside of the curriculum, the school organizes cultural activities for the students. Our school puts emphasis on reading across curriculum. The concerned reading texts are added in Morning Reading Time and students are encouraged to share their joy of reading through various materials. Our school utilizes information technology, online resources, various learning software and others in different subjects to enable students to engage in preparation before class and encourage self-learning. We have introduced units on artificial intelligence in the junior form curriculum, encouraging students to unleash their creativity and apply it in their daily lives. Additionally, we actively participate in joint school STEAM education development, and our students have won awards in numerous local and international competitions. Each subject also incorporates STEAM elements to promote an innovative spirit. Our school offers distinctive courses such as 'World Exploration' and 'Popular Music', and broadens students' horizons through other learning experiences. We also value interdisciplinary learning and encourage students to gain diverse life experiences, fostering diligence, a sense of responsibility, an open mind, and an innovative spirit. Our school offers career planning and vocational English classes, and enriches students' learning experiences through various visits, seminars, and career taster activities.</p> |
| <p><b>Life Planning Education:</b><br/>To help students understand their character strengths, interests, and develop their potential, our school implements life planning education through different subjects and committees like the FLE Department, guidance and counselling committee and careers and guidance committee. Through student growth activities students can master different skills such as communication skills and organization skills, which are very important for goal setting and career planning. Regular life planning education lessons are designed to help students develop positive values. By getting the latest information on further education and employment and participating in career related activities, students can make the best choices for their future.</p>  |
| <b>Student Support</b>   |
| <p><b>Whole School Approach to Catering for Learner Diversity:</b><br/>In order to catering for learner diversity, tiered system is applied to assignment design, teaching, tests and exam papers. Under the "strategic extended course scheme", able students will participate courses for the gifted. Average students will join remedial classes after school and less capable students will participate in small-group or individual tutorial classes for various subjects.</p>  |
| <p><b>Whole School Approach to Integrated Education:</b><br/>Through efficient deployment of resources, our school provides suitable and diversified support to cater for the needs of all students. Co-operation between parents and our school's Student Support Team is strengthened through operating various channels of communication. Members of the Special Educational Needs (SEN) Support Team consist of an SEN Coordinator, teachers, an education psychologist, a speech therapist, teaching assistants and support scheme instructors. Collaborative teaching, as well as learning groups and peer tutoring sessions, are strategically organized for the benefit of all students. The purchase of speech therapy services enables therapy sessions to run effectively in small groups or on an individual basis. Specific measures are taken to support students with SEN. In particular, "Read-and-Write" after-school classes are held in English and Chinese.</p>  |
| <p><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.; and organising activities to create an inclusive learning environment in the school.</p>   |
| <p><b>Measures to Provide Adaptation for Learning and Assessment:</b><br/>Two exams and two standardized tests are held each school year; We put emphasis on continuous assessment, therefore performance in quizzes and homework are included in the "class performance and test" portion of the students' report cards; Assessment for learning will be phased in for each subject to improve students' learning</p>   |

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| <b>Home-School Co-operation and School Ethos</b>  |
| <p><b>Home-School Co-operation:</b><br/>The Parent-Teacher Association fosters close co-operation and effective communication between parents and teachers, building a caring culture in the school. The Association organizes a number of activities, including outings, interest classes for students, parental education programmes and sharing sessions. Parents serve as volunteers in committees / subject activities. Parents' handbook, Parents Kit and PTA newsletter are published annually.</p>  |
| <p><b>School Ethos:</b><br/>Through positive education, our school strives to nurture students' growth mindset, character strengths, and well-being. As a result, students grow their capabilities to face challenges and difficulties in life with a positive outlook, and ultimately flourishing.</p>   |
| <b>Future Development</b>   |
| <p><b>School Development Plan:</b><br/>I. Demonstrate positive character and learn actively and conscientiously.<br/>II. Explore yourself, plan your life.<br/>III. Cultivate students' creative thinking.</p>  |
| <p><b>Teacher Professional Training and Development:</b><br/>The school places emphasis on staff professional development. We maintain close connections and collaborate with local institutes and universities, and organize diversified staff development programmes. As a result, the effectiveness of our teaching has continuously improved. Many of our worthwhile projects are funded through the Quality Education Fund, allowing our students to benefit fully from the experiences they provide. The Staff Development Committee also organises various types of staff development activities and peer observation of lessons.</p>  |
| <b>Life-wide Learning (Including Five Essential Learning Experiences to be Provided through Key Learning Areas, Extra-curricular Activities, Co-curricular Activities, etc.)</b>  |
| <p>1. Extra-curricular Activities: there are approximately sixty clubs and societies including Christian Fellowship, Erhu Class, Concert Band, Marker Club, Astronomy Club, Geography Club, Society for Biological Research, Rope Skipping Club, Debate Club, Creative Arts Club, Magic Club and Tea Culture Club. We also have other service groups including Scout Troupes and Red Cross Youth, TV Media Production Service Group, Community Youth Club, Conservation Prefects, and Inclusive Education Ambassadors.<br/>2. Co-curricular Activities including cross-border visit, OLE Day, leadership training camp, art exhibition, Chinese and English musical performances, English drama class, English drama performance, cultural exchange forum in English.</p>                           |
| <b>School Facilities</b>  |
| Number of Classroom(s): 27  |
| <p><b>School Facilities:</b><br/>1. Our school is 6-storey high and consists of three teaching blocks. The school has two halls, chapel, gymnasium room, "Our Place" , mindfulness room, MakerSpace, School History Gallery, Art Veranda, English Room, Campus TV Station, Multimedia Production Studio, garden, two computer rooms, Visual Arts Room, library, four laboratories, Music Room, Design &amp; Technology Room, Home Economics Room, student activity centre, and two basketball courts and canteen.<br/>2. All classrooms are equipped with LCD projectors and visualizers as well as audio equipment. All rooms on campus are linked into the computer network for smooth communication. In addition, e-bulletin board and eClass are available to share and update information.</p> |
| <p><b>Facility(ies) for Supporting Students with Special Educational Needs:</b><br/>Ramp, Accessible toilet and tactile guide path plan.</p>  |
| <b>Others</b>   |
| Please refer to our school website.   |
| <b>Direct Public Transportation to School</b>   |
| <p>Bus: 7B, 8, 41, 45, 103, 109, 113, 170 and 182;<br/>MTR: Exit A1/A3, Homantin Station;<br/>Red Minibus:<br/>1. From Kam Sing Cinema, Mongkok to Oi Man Estate / Ho Man Tin Estate;<br/>2. From Pioneer Centre, Prince Edward to Oi Man Estate / Ho Man Tin Estate;<br/>3. From Tam Kung Road, To Kwa Wan to Chun Man Court<br/>Green Minibus: 8, 27M, 28M and 71.</p>  |