

CCC Heep Woh College
2016-2017
Monthly School Report
July-August 2017

1. Personnel Affairs

1.1 Staff who have retired, resigned or finished contract

| Teacher | Post |
|---------------------------|--|
| Mr. Luk Yu Shing | Chinese Language and Chinese History Teacher |
| Mr. Gerard Allan Crawford | English Teacher |
| Ms. Cheung Ching | Chinese Language Teacher |
| Ms. Lee Long Ning | Liberal Studies Teacher |
| Mr. Leung Man Koon | Mathematics Teacher |
| Mr. Ki Yu Tin | Geography Teacher |

We thank them for their service. May God bless them and guide them in the years to come!

1.2 New Staff

Thank God that we have 5 new colleagues this year. Their names and posts are as follows:

| Teaching Staff | Post /Subjects taught |
|-------------------------|---------------------------------|
| Ms. Noeleen Maree Haney | Native English Language Teacher |
| Ms. Tsang Cheuk Wing | Chinese Language Teacher |
| Mr. Chan Ki Yan | Liberal Studies Teacher |
| Mr. So Wai Lun Zachary | Teaching Assistant |
| Ms. Kong Kwai Yue Ada | Teaching Assistant (Library) |

May God give us strength and blessings so that we can work together for the well-being of Heep Woh!

2. Supplementary Lessons for S.6 Students

From 27th June to 7th July, S.6 students had supplementary lessons which helped them better prepare for the Hong Kong Diploma of Secondary Education (HKDSE).

3. Promotion Meeting

On 4th July, Mr. Wong Chun Tat, Assistant Principal, chaired meetings to discuss the promotion of students in each form.

4. Talk on Preparation for the Release of HKDSE Results for Parents

On 5th July, a Talk on Preparation for the Release of HKDSE Results was organized for parents. Mr. Leung Wing Fai, Careers Master, gave a briefing on the procedures for the

release of HKDSE results and relevant processes, entrance requirements of university degree, associate degree, and high diploma programmes and other multiple pathways for further studies. The aim of the talk was to help students and parents to have readiness to face the challenge during the release of HKDSE results with appropriate strategies and attitudes.

5. Teacher Meeting in Preparation for the Release of the HKDSE Results
On 6th July morning, Mr. Leung Wing Fai, Careers Master, chaired a meeting discussing the overall school and related committees' arrangements for the release of the HKDSE results.

6. End of Term Ceremony 2016-2017
On 11th July, the End of Term Ceremony was held. Dr. Kwong Wing Yan, an alumnus, was invited to be the honourable guest to present prizes and share her experiences in social services with our students.

7. S.1 Students Registration
On 13th and 14th July, S.1 students of 2016-2017 came to our school for registration.

8. Social Worker Performance Appraisal Annual Review
On 11th July, Ms. Chung Wai Yin Ivy, Supervisor of School Social Workers, came to our school with social workers Ms. Lau So So, Mr. Leung Hon Sum Vincent and Ms. Lung Ying Yue Kelly. There was a meeting with Mr. Moy Ka Yiu, Vice-principal, Mr. Kwan Chi Ho, Guidance Master, Ms. Hou Cheung Pui, Discipline Mistress, Ms. Keung Woon Heng, Chairlady of Parental Affairs Committee, Ms. Tong Suk Wai and I to evaluate our school social workers' performance in 2016-2017 and discuss the program plan in 2017-2018.

9. Release of HKDSE Results
On 12th July, HKDSE results were released. From 12th to 15th July, Careers and Guidance teachers, S.6 class teachers and mentors for S.6 students gave care and paid attention to the students in need to provide them with timely and constructive suggestions.

10. Educational Psychologist's Service Annual Review
On 14th July, Mr. Wong Nok Fung, CCC Educational Psychologist had a meeting with Mr. Moy Ka Yiu, Vice-principal, Ms. Ng Tsz Yan, Student Support Team Leader, and I to evaluate our school Educational Psychologist's service in 2016-2017 and discuss the program plan in 2017-2018.

11. Guidance Prefects Training Camp
From 14th to 15th July, the Guidance Committee organized training for Guidance Prefects to equip them with necessary leadership and counseling skills to help S.1 students in the coming

academic year for adaptation to new school life.

12. Participation in the “16th Singapore-Hong Kong Exchange Programme” organized by the Ministry of Education of Singapore Government and the Education Bureau of HKSAR

Our school participated in the “16th Singapore-Hong Kong Exchange Programme” organized by the Ministry of Education of Singapore Government and the Education Bureau of HKSAR. From 15th to 22nd July, I led 10 S.2 students to join the programme. The students were allocated to the Singapore secondary schools in the programme to attend lessons and stay at their buddies’ home to learn more about Singaporeans’ lives and culture. The participants visited several famous scenic spots in Singapore, such as Garden By The Bay and Esplanade – Theatres on the Bay. Our students got to know their buddies very well, learned a lot about Singaporeans’ lives and culture and enjoyed the programme. In November, Singaporean students will come to Hong Kong and visit our school and stay with their buddies’ home.

13. S.1 Induction Course

On 17th July, the Student Guidance and Discipline Committees organized a half day programme to help S.1 students learn more about life in secondary school and teach them the proper attitude and behaviour in our school.

14. Summer Flying High Empowerment Scheme

From 17th to 28th July, the Summer Flying High Empowerment Scheme was held to assist those students who could not meet our promotion requirements to revise lessons and finish assignments. We will continue this scheme in the future.

15. Pre-S.1 TSA cum S.1 Streaming Test

On 18th July, the Pre S.1 Territory Wide Assessment (TSA) cum S.1 Streaming Test was organized. S.1 new students sat for the tests in Chinese, English and Mathematics.

16. Cambodia Life Experience Tour

From 10th to 14th August, the Life Education Committee organized a ‘Cambodia Life Experience Tour’. The tour was co-organised with International Christian Concern (ICC). Sixteen students participated in the tour and it was led by Ms. Kwong Kit Sum Karrie, Ms. Chan Pui Ying Emely, Ms. Hui Ka Wai Carrie and Mr. Wong Kwok Wai. The aims of this tour were to provide opportunities for participating students to learn more about the living conditions in Phnom Penh, Cambodia and to gain an insight into how the church helps people in need. Moreover, the participants were expected to excel their adaptability, problem solving skills and team spirit in a less familiar context. Through this tour, we hoped that they could

reflect in order to appreciate the people around them and learn to be self-disciplined.

17. S1 Bridging Program

From 14th to 18th August, the Academic Affairs Committee organized the Bridging Program to help new S.1 students adapt to the EMI learning mode in our school and equip them with necessary knowledge and skills. The performance of the S1 students was good.

18. S.6 First Term Uniform Test

From 17th to 24th August, First Term Uniform Test for S.6 students was held to assess their learning progress in this summer holiday.

19. New Teacher Induction Workshop

On 18th August, I attended the workshop led by Mr. Moy KY (Vice-principal). We welcomed all our new teachers, introduced them to our school policies and showed them our school campus.

20. Academic Affairs Committee Meeting

On 18th August, I attended the meeting chaired by Mr. Wong CT. (Assistant Principal). We discussed matters concerning academic affairs in the coming academic year.

21. Life Education Committee Meeting

On 18th August morning, I attended the meeting chaired by Mr. Moy KY (Vice-principal). We discussed matters concerning affairs of student support in the coming academic year.

22. S1 Orientation and Parents' Day

On 19th and 26th August, we arranged Orientation Day and Parents' Day for S1 students and parents. Mr. Wong CT (Assistant Principal), Ms. Tin Yuen Shan (Prefect of Study), Mr. Kwan CH (Guidance Master), Ms. Hou CP (Discipline Mistress), Ms. Chan ST (ECA Mistress), Ms. Kwong KS (RE Mistress), Ms. Keung WH (Parental Affairs Mistress) and I introduced all the facilities of our school and explained our expectations to all present in detail. Ms. Yvonne Mak (the Chairlady of PTA), Pastors of Heep Woh Church and School Social Worker also introduced their activities to the parents.

23. Committees Meeting

From 21st to 22nd August, committees called meetings to discuss their program plans and division of labour in the coming academic year.

24. First Department Heads' Meeting
On 23rd August, I attended the meeting chaired by Mr. Wong CT (Assistant Principal). I stated my expectations of all panel heads. After oral reports from all departments, we discussed matters and arrangements for the new academic year.
25. Middle-Level Management Meeting
On 24th August, Committee Heads and Subject Departments Heads were invited to share their program plans in the coming academic year.
26. Staff Development Days
On 25th August, we had our Staff Development Day. In the morning, Web Organic, The Hong Kong Council of Social Service was invited to give a talk on "How to use Flip@WO App". In the afternoon, in-house case review and sharing were conducted by Ms. Ng Tsz Yan and Mr. Kwan Chi Ho to provide an opportunity for teachers to understand our students' needs.
27. Departments Meeting
On 28th and 29th August, subject departments called meetings to discuss their program plans and division of labour in the coming academic year.
28. The Staff Meeting for Preparation of New Term
On 30th August, I chaired the Staff Meeting for preparation of the new term and expressed my expectations of teachers. We discussed the routines for the first week and all matters concerned.
29. Report from Subject Departments
Mathematics Department
- (1) On 28th August, The First Panel Meeting was held to discuss the major concerns in the Programme Plan with foci as below:
 - e-Learning and STEM
 - Project A and Remedial Class
 - Curriculum Mapping and collaboration with other subject departments
 - Preparing the change of Mathematics syllabus in 2019-20.
 - (2) From 4th to 21st August, our students 4E Chan Shui Cheung, Hui Yip Ki, Yeung Shing Hin and Lui Lam Wai participated in the 'Mathematics Elite Enrichment Programme' organized by the Mathematics Department of the Chinese University of Hong Kong.
 - (3) Mr. Li Wang Kin, Ms. Chu Ka Man and Ms. Lam Yan Chi, attended a workshop "Using Geogebra" organized by The Organizing Committee of Joint Schools Mathematics Competition for primary school students.

Chemistry Department (Science KLA)

- (1) On 1st July, three S3 Chemistry students participated in “HK Paper Airplane Contest 2017” organized by the Chinese YMCA of Hong Kong.
- (2) On 5th July, seven S5 Science students participated in the “6th Solar Model Boat Competition” organized by the Arts and Technology Education Centre.
- (3) On 11th July, fourteen S4 and S5 Chemistry students won the “First Prize for Excellent Oral Presentation” in the presentation sessions of “Community Explore – From Science to Action” organized by the Environmental Science Department, HKUST.
- (4) On 22nd July, three S4 Chemistry students participated in the semi-final round of the “Interschool Science Quiz Competition” organized by the Science Outreach Team, the University of Hong Kong.
- (5) From 23rd to 30th July, three S5 Chemistry students participated in the “2017 Beijing and Xian Science and Technology Study Tour” organized by the Hong Kong Association of the Advancement of Science and Technology.
- (6) From 1st to 3rd August, four S5 Chemistry student participated in the “PolyU Engineering Summer Camp” organized by the Faculty of Engineering, the Hong Kong Polytechnic University.
- (7) On 26th August, three S4 Chemistry students participated in the final round of the “Interschool Science Quiz Competition” organized by the Science Outreach Team, the University of Hong Kong. They were the 1st runner-up in the competition.
- (8) On 27th August, fourteen S5 Chemistry students participated in the “HKDSE Chemistry Mock Examination” organized by the Hong Kong Association of Mathematics and Science Education.
- (9) On 31st August, eighty-two S4 and S5 Chemistry students participated in the “Chemists Online Self-study Award Scheme” organized by the Hong Kong Virtual University.
- (10) Fifteen S3 students participated in the “2017 Science Assessment Test” organized by the Hong Kong Association for Science and Mathematics Education. They received 1 Diamond Award, 9 Gold Awards, 2 Silver Awards and 2 Bronze Awards.

Integrated Science Department

- (1) On 1st July, twenty-three S1 and S2 students participated in “HK Paper Airplane Contest 2017” organized by the Chinese YMCA of Hong Kong.
- (2) On 8th July, twenty S1 and S2 students participated in the “2017 Australian Big Science Competition (Junior Level)” organized by the Australian Science Innovation.
- (3) Two S2 students participated in the “2017 Science Assessment Test” organized by the Hong Kong Association for Science and Mathematics Education. They received 1 Silver Award.

Music Department

- (1) Five students joined a 3-day band training workshop organized by the Wofoo Social Enterprises in July. They formed a band with participants from other secondary schools and showcased their learning outcome in a concert performance on 10th July to celebrate the 20th Anniversary of the HKSAR

- (2) The Music Department ran an “A Cappella” course and a composing course during the summer holidays with 16 and 6 participants respectively.
- (3) The school was awarded the “Outstanding Music Education” award presented by the Joint School Music Association for our achievement in nurturing music talents.

Visual Arts Department

On 7th July, Mr. Wan and nine S.4 VA students, visited exhibitions of Hong Kong Smart Design Award organized by the Hong Kong Exporters’ Association at Zero Carbon Building, Kowloon Bay.

30. Report from Academic Affairs Committee

- (1) The 1st AAC meeting was held on 18th August. The following items were discussed:
 - Annual report of AAC (2016 – 2017)
 - Program plan of AAC (2017 – 2018)
 - Evaluation of suggested passing marks
 - S4 to S6 converted marks
- (2) The 1st Department Heads’ meeting was held on 23rd August. The following items were discussed:
 - Program plan of AAC (2017 – 2018)
 - Evaluation of suggested passing marks
- (3) Summer Flying High Empowerment Scheme was run from 17th to 28th July. 52 S.1 to S.5 low achievers were required to join this programme. Since teachers were on duty, no discipline problems were found.
- (4) S4 re-examination was run on 2nd and 3rd August. Arrangements were made for 11 S4 students who could not fulfill the promotion criteria to take the re-exam.

31. Report from Extra-curricular Activities Committee

Leadership training was held with the help of the previous Students’ Association Committee members on 14th and 15th July at PLK Pak Tam Chung Holiday Camp. A series of activities were prepared and the potential leaders treasured the opportunities to participate in them, to learn and to share.

32. Report from Discipline Committee

- (1) On 15th August, the discipline teachers and the Prefects Team described the major school rules and uniform requirements to the new S1 students. The Correctional Services Department shared the ideas of anti-crime to the students.
- (2) On 18th August, the anti-bully policy was explained to the new S1 students.
- (3) On 21st August, an orientation activity was held for the Prefects Team in the morning. They were given a chance to understand the strengths and weaknesses of each other for better cooperation in the coming school year.

33. Report from Guidance Committee

- (1) From 11th to 17th August, over 100 S.1 students were recruited to join the ‘Peer Counseling Scheme’ in S.1 Bridging Programme. Guidance Prefects were invited to be helpers.
- (2) From 14th to 15th July, the first training for Guidance Prefects was organized at Yuen Long Girl Guides Camp Site.

34. Report from Career Guidance Committee

- (1) On 5th July, the preparation talk for the Release of HKDSE for students and parents was held. About 100 parents and students attended the meeting.
- (2) On 6th July, the preparation meeting for the Release of HKDSE for teachers was held.
- (3) From 12th to 15th July, counseling service for the release of the results of JUPAS was provided for S.6 students.

35. Report from Religious Education Committee

- (1) From 31st July to 3rd August, about 60 students joined “4C” held by Ladder Mission.
- (2) From 10th August to 14th August, 18 students and 6 teachers joined the Cambodia Service Tour. They visited the museum, played games with kids, taught English and painted the wall in a youth center.

36. Report from Staff Development Committee

- (1) The “New Staff Induction” program was held on 18th August. There were two new teaching staff and two new teaching assistant this year. Seven teachers were invited to be their mentors.
- (2) The 1st Staff Development Day was held on 25th August. The theme was “Flip Classroom”.

37. Report from Parental Affairs Committee

- (1) The PTA Scholarship Award list :

HWC PTA All-Round Student Award

| Level | Award | Class | Name |
|-------|--------|-------|----------------|
| S1 | Gold | 1D | CHIEN YUK LING |
| | Silver | 1C | LAU CHIU TING |
| | Bronze | 1E | SO TSOI KEI |
| S2 | Gold | 2A | SO YEE LAM |
| | Silver | 2A | CHEN TAK YIN |
| | Bronze | 2D | LEUNG KA HO |
| S3 | Gold | 3A | HUEN CHO KI |
| | Silver | 3D | KWOK LING YAN |

| | | | |
|----|--------|----|-----------------|
| | Bronze | 3D | IP PAK YIN |
| S4 | Gold | 4D | NGAN MAN CHEUK |
| | Silver | 4C | LAI MAN HUNG |
| | Bronze | 4C | WONG YUEN YU |
| S5 | Gold | 5C | CHAN YEUNG CHUN |
| | Silver | 5C | LEE SIN NI |
| | Bronze | 5A | CHUNG TSZ CHING |

HWC PTA The Best Results in DSE Award

| Class | Name |
|-------|-----------------------|
| 6C | IP FUNG KA |
| 6C | KAM LOK YIN CHARLOTTE |
| 6D | HUANG ZEYANG |

HWC PTA Academic Improvement Award

| Level | Class | Name |
|-------|-------|----------------|
| S1 | 1B | NG HEI YU |
| | 1D | TSOI CHING LAM |
| S2 | 2A | LO KIN YAN |
| | 2D | LI KUN KEI |
| S3 | 3A | CHAN TSZ HIN |
| | 3A | WONG TSZ WAN |

- (2) In mid-August, the Parents' Handbook was published. It will be distributed to all parents and staff of the school.
- (3) On 19th and 26th August, the S1 Parents' Day was held. In this event, the chairpersons of different committees shared important message with the parents. There was also a seminar for class teachers and parents. Most of the parents were satisfied with the arrangement.

38. Report from School Promotion Committee

Student editors had an interview with the alumna, Dr. Kwong Wing Yan, before the end of school term assembly on 11th July 2017 at Conference Room. The report of the interview will be published in the first issue of the School Newsletter in November, 2017 or in the School Newspaper.

39. Principal's External Activities

- (1) On 4th July afternoon, I attended the Introductory Seminar on School Reporting of Secondary 3 Territory-wide System Assessment 2017.
- (2) On 7th July afternoon, I served as the member of the Selection Board for Teacher

Promotion for CCC Ming Kei College to attend the interview.

- (3) On 8th July evening, I attended the Gala Dinner of the 35th anniversary of SKH Lam Kau Mow Secondary School.
- (4) On 11th July evening, I attended the Musical Show of the 50th anniversary of CCC Ming Kei College.
- (5) From 15th to 22nd July, I was invited to be the Deputy Team Leader of the Exchange Tour to Singapore of the “16th Singapore-Hong Kong Exchange Programme” organized by the Ministry of Education of Singapore Government and the Education Bureau of HKSAR.
- (6) On 26th July afternoon, I attended a sharing meeting of the Association of Principals of secondary schools of HKCCCC.
- (7) On 1st August, I attended the funeral service of our student Leung Kwok Pang.
- (8) On 3rd August, I attended the Closing Ceremony cum Prize Presentation and Project Showcase of the Engineering Camp of the Hong Kong Polytechnic University. Our students 5C Lee Sin Ni, 5D Lam Hiu Ching, 5D Mok Pui Lam and 5B So Ying Ying joined the camp.

Date: 31st August 2017

Prepared by Dr. Chu Kai Wing
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