

**CCC Heep Woh College**  
**2018-2019**  
**Monthly School Report**  
**July–August 2019**

1. Personnel Affairs

1.1 Staff who have retired, resigned or finished contract

Teacher	Post
Mr. Wong Chi Ming	Chinese and Putonghua Teacher
Ms. Haney Noeleen Maree	Native English Teacher
Ms. Leung Hoi Kei Luka	Associate Teacher
Ms. Kong Kwai Yue Ada	Teaching Assistant (Library)

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

1.2 New Staff

We thank God that we have six new colleagues this year. Their names and posts are as follows:

Teaching Staff	Post /Subjects taught
Mr. So Wai Lun Zachary	Chinese Language, Chinese History,
Ms. Tang So Kuen	Mathematics
Dr. Timothy James O’Connell	Native English Teacher
Ms. Mccorkell Nicole Jean	Associate Teacher
Mr. Chan Cheuk Yin Gordon	Teaching Assistant
Mr. So Tung On Stanley	Library Assistant
Ms. Lin Lai Wan Carrie	Senior Clerical Officer

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 28<sup>th</sup> June to 12<sup>th</sup> July, S.6 students had supplementary lessons which helped them better prepare for the Hong Kong Diploma of Secondary Education (HKDSE).

3. Sixth Staff Meeting

On 2<sup>nd</sup> July, I chaired the 6<sup>th</sup> Staff Meeting. We discussed proposing changes of the School Organization Chart in 2019 – 2020, School Calendar 2019 – 2020, the arrangement of the Staff Development Day in 2019 – 2020 and formulating 2019 – 2020 Annual School Programme Plan, and other matters.

4. Teacher Meeting in Preparation for the Release of the HKDSE Results

On 4<sup>th</sup> July, Ms. Mo Hoi Ting, Careers Mistress, chaired a meeting discussing the overall

school and related committees' arrangements for the release of the HKDSE results.

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

On 4<sup>th</sup> July, a Talk on Preparation for the Release of HKDSE Results was organized for parents. Ms. Mo Hoi Ting, Careers Mistress, gave a briefing on the procedures for the following:

- release of HKDSE results and relevant processes,
- entrance requirements of university degree, associate degree, and high diploma programmes
- other multiple pathways for further studies.

The aim of the talk was to help students and parents get ready to face the challenges during the release of HKDSE results with appropriate strategies and attitudes.

6. Promotion Meeting

On 5<sup>th</sup> July, Mr. Wong Chun Tat, Assistant Principal, chaired meetings to discuss the promotion of students in each form.

7. Guidance Prefects Training Camp

From 5<sup>th</sup> to 6<sup>th</sup> 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.

8. Social Worker Performance Appraisal Annual Review

On 15<sup>th</sup> July, Ms. Chung Wai Yin Ivy, Supervisor of School Social Workers, came to our school with social workers Mr. Leung Hon Sum Vincent, Ms. Chan Yan Ling and Ms. Tam On Wing Bell. 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 2017-2018 and discuss the program plan in 2018-2019.

9. Release of HKDSE Results

On 10<sup>th</sup> July, HKDSE results were released. From 12<sup>th</sup> to 15<sup>th</sup> July, Careers and Guidance teachers, S.6 class teachers and mentors for S.6 students looked after the students in need to provide them with timely and constructive suggestions.

10. S.1 Students Registration

On 11<sup>th</sup> and 12<sup>th</sup> July, S.1 students of 2019-2020 came to our school for registration.

11. End of Term Ceremony

On 13<sup>th</sup> July, the End of Term Ceremony was held. Madam Tso Yee Man, the awardees of the

Hong Kong Humanity Award 2018, the Founder of The Hong Kong Spinocerebellar Ataxia Association (HKSCAA) and the former teacher of our school, was invited to be the honourable guest to present prizes and share her experiences in serving the patients suffering from Spinocerebellar Ataxia with our students.

12. S.1 Induction Course

On 15<sup>th</sup> 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.

13. Leadership Training Camp

From 15<sup>th</sup> to 16<sup>th</sup> July, the Extra-Curricular Activities Committee organized training for student leaders to equip them with necessary leadership and communication skills to help them perform their duties better.

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

On 16<sup>th</sup> July, the Pre S.1 Territory Wide Assessment (TSA) cum S.1 Streaming Test was organized. New S.1 students sat for the tests in Chinese, English and Mathematics.

15. Summer Flying High Empowerment Scheme

From 19<sup>th</sup> to 23<sup>rd</sup> August, 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.

16. S1 Bridging Program

From 19<sup>th</sup> to 23<sup>rd</sup> 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.

17. S.6 First Term Uniform Test

From 16<sup>th</sup> to 23<sup>rd</sup> August, the First Term Uniform Test for S.6 students was held to assess their learning progress this summer holiday.

18. New Teacher Induction Workshop

On 16<sup>th</sup> 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.

19. Academic Affairs Committee Meeting

On 19<sup>th</sup> August, I attended the meeting chaired by Ms. Tin Yuen Shan (Assistant Principal). We discussed matters concerning academic affairs in the coming academic year.

20. Committees Meeting

From 20<sup>th</sup> to 21<sup>st</sup> August, committees called meetings to discuss their program plans and division of labour in the coming academic year.

21. First Department Heads' Meeting

On 22<sup>nd</sup> August, I attended the meeting chaired by Ms. Tin Yuen Shan (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.

22. Middle-Level Management Meeting

On 23<sup>rd</sup> August, Committee Heads and Subject Departments Heads were invited to share their program plans in the coming academic year.

23. S1 Orientation and Parents' Day

On 24<sup>th</sup> 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. Kwong KS (RE Mistress), Ms. Tong SW (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.

24. Staff Development Days

On 26<sup>th</sup> August, we had our Staff Development Day. In the first part, Mr. Wong Nok Fung, the School Educational Psychologist, was invited to give a talk on "Self-Directed Learning". In the second part, an in-house case review and sharing of information were conducted by Ms. Ng Tsz Yan, Mr. Kwan Chi Ho, Mr. Moy Ka Yiu, the Vice-Principal and me to provide an opportunity for teachers to understand our students' needs.

25. Life Education Committee Meeting

On 26<sup>th</sup> August morning, I attended the meeting chaired by Mr. Moy KY (Vice-principal). We discussed matters concerning student support in the coming academic year.

26. Departments Meeting

On 27<sup>th</sup> and 28<sup>th</sup> August, subject departments called meetings to discuss their program plans and division of labour in the coming academic year.

## 27. The Staff Meeting for Preparation of the New Term

On 29<sup>th</sup> August, I chaired the Staff Meeting for preparation of the new term and stated my expectations of teachers. We discussed the routines for the first week and all matters concerned.

## 28. Report from Subject Departments

### **Mathematics Department**

- (1) On 27<sup>th</sup> August, The First Panel Meeting was held to discuss the major concerns in the Programme Plan focusing on:
  - Implementation of Major Renewal Emphases
  - Project A and Remedial Class
  - Curriculum Mapping and collaboration with other subject departments
  - Implementation of the new Mathematics syllabus in 2019-20.
- (2) Mathematics Department participated in the EDB School Based Support Scheme. On 15<sup>th</sup> July and 23<sup>rd</sup> August, meetings were held with EDB Curriculum Officers to discuss about the focus of the scheme. It was agreed that the bridging of learning of Mathematics from Primary School Syllabus to that of Secondary Schools as the focus. Mr. Li WK, Ms. Chu KM, M. Tai TT, Ms. Chan ST, Ms. Lam YC and Mr. Lam HK will join the project.
- (3) On 4<sup>th</sup> July, the Inter-houses Mathematics Competition was held. The Champion was Lowrey House, the First Runner-up was Liu Fung Ling House and the Second Runner-up was Bigelow House.

### **Chemistry Department (Science KLA)**

- (1) On 3<sup>rd</sup> July, seventy-eight S3 to S5 Chemistry students participated in the “2019 Australian National Chemistry Quiz (H.K. Section)” organized by the Royal Australian Chemical Institute.
- (2) On 24<sup>th</sup> July, four S3 Chemistry students participated in the “Interschool Science Quiz Competition” organized by the Science Outreach Team, the University of Hong Kong. They entered the final round of the competition.
- (3) From 7<sup>th</sup> to 9<sup>th</sup> August, two S4 Chemistry students participated in the “BU Chinese Medicine Summer Camp” organized by the Hong Kong Baptist University.
- (4) On 24<sup>th</sup> August, four S3 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 champions of the competition.
- (5) On 31<sup>st</sup> August, sixty-four S4 and S5 Chemistry students participated in the “Chemists Online Self-study Award Scheme” organized by the Hong Kong Virtual University.
- (6) Four S3 students participated in the Online Learning Program organized by the Hong Kong Academy of Gifted Education.
- (7) Thirteen S3 Chemistry students participated in the “2019 Science Assessment Test” organized by the Hong Kong Association for Science and Mathematics Education. They

got 3 Diamond, 4 Gold and 6 Silver Awards.

- (8) Three F.4 gifted science students were accepted to join the “Piloting Scheme for Secondary Schools – Dual Program (Level 2)” organized by the Hong Kong University of Science and Technology with the aid of “Diversity Learning Grant”.

### **Economic Department**

- (1) On 13<sup>th</sup> -14<sup>th</sup> July, ten F.5 students set up a selling booth in Amoy Plaza to put what they had learnt from the entrepreneurial workshops organised by Po Leung Kuk, Life Planning & Financial Education Centre into practice. The de-briefing session and prize presentation was held in C<sup>3</sup> Co-working Space for Youth on 4<sup>th</sup> August. F.5D Tsang Yi En won the title of one of the five best CEOs.
- (2) On 27<sup>th</sup> June and 10<sup>th</sup> July, six F.5 students attended entrepreneurial workshops organised by Tung Wah Group of Hospitals Healthy Budgeting Family Debt Counselling Centre. Later on, on 27<sup>th</sup> -28<sup>th</sup> July, they brought their business to the Tung Wah Bazaar held in Kwun Tong Vessel 3.
- (3) Two F.5 students, 5E Hung Man Hin and Wong Cheuk Hei, joined the The 1<sup>st</sup> Inter-Schools Fintech Application and Innovation Competition (AI@FinTech-2019) co-organised by Hong Kong Subsidized Secondary Schools Council, Grant School Council and Department of Systems Engineering and Engineering Management, CUHK. They attended two student lectures on 29<sup>th</sup> June, preliminary round of the competition on 6<sup>th</sup> July and the Final found of competition on 13<sup>th</sup> July.

### **Geography Department**

- (1) 4A Wong Chi Yeung and 4D Ho Ka Hei participated in 2019 Joint Schools Geography Camp organized by Joint Schools Geography Society.
- (2) 4C Sin Kwan Lok, 4C Yiu Hiu Tung and 4D Lau Ho Yeung participated in Youth Geological Conservation Ambassador Program of the 5<sup>th</sup> NWS Hong Kong GEO Wonders Hike organized by NWS Holdings Ltd, and succeeded in entering into the 2<sup>nd</sup> round.
- (3) S4 and S5 Geography students conducted fieldwork in Sheung Wan and Central District concerning issues about urban renewal and noise pollution during the summer holiday.
- (4) **Professional Development Activity/Activities :**
  - Miss Lai PK participated in the training workshop conducted by EDB - Training Workshop on the Implementation of Language across the Curriculum in Junior Secondary Geography Curriculum during 16-17/7/2019.
  - Miss Lai PK participated in SS Assessing Student Learning for the Geography Curriculum: Workshop on the setting of examination questions for HKDSE Geography on 26/8/2019.

### **Music Department**

On 9<sup>th</sup> July, two shows of the musical “Mamma Mia” were successfully staged in the school hall under the concerted effort of the production team, which consisted of more than 60

members working on and behind the stage. The first show was for teachers and students. The 2<sup>nd</sup> show attracted an audience of about 500, who are parents, alumni and our close affiliates. The performance received tremendous applause. It also achieved its aim of stretching students' artistic talents, as well as enriching the art learning atmosphere of the school.

### **Visual Arts Department**

S.4 Chui Ka Man was Champion of Healthy Comic Design Competition organized by Media 21 of the Hong Kong Federation of Youth Groups. Ka Man got a certificate and a \$3000-book coupon. S.4 Deng Tsz Nga also obtained Merit in Healthy Comic Design Competition, and she got a certificate.

## 29. Report from Academic Affairs Committee

(1) The 1<sup>st</sup> AAC meeting was held on 19<sup>th</sup> August. The following items were discussed:

- Annual report of AAC (2018 – 2019)
- Program plan of AAC (2019 – 2020)
- HKDSE Public Examination result & JUPAS result
- Proposed amendments for mark projection policy for absentees
- Survey to review mark projection policy, Study Fortnight and S5 Summer Supplementary Lessons

(2) The 1<sup>st</sup> Department Heads' meeting was held on 22<sup>nd</sup> August. The following items were discussed:

- Targets for 2019-20 AAC Programme Plan & Departmental Programme Plans
- HKDSE Public Examination result & JUPAS result
- Proposed amendments for mark projection policy for absentees
- Survey to review mark projection policy, Study Fortnight and S5 Summer Supplementary Lessons

(3) S1 Extra Discretionary Place Admission was run from 9<sup>th</sup> to 13<sup>th</sup> July. Three students were enrolled.

(4) Summer Flying High Empowerment Scheme was run from 19<sup>th</sup> to 23 July. Thirty two S.1 to S.5 low achievers were required to join this programme. Since teachers were on duty, no discipline problems were found.

(5) To strengthen learning support for senior formers, summer supplementary lessons for F.5 students were held during 28<sup>th</sup> June to 16<sup>th</sup> July. Moreover, Pre-S6 Uniform Test was arranged from 15<sup>th</sup> – 23<sup>rd</sup> August.

## 30. Report from Extra-curricular Activities Committee

(1) Leadership training was held with the help of the previous Students' Association Committee members on 15<sup>th</sup> and 16<sup>th</sup> July at Sai Kung Po Leung Kuk Pak Tam Chung Camp. A series of activities were prepared and the potential leaders treasured the opportunities to participate in them, to learn and to share.

(2) Three S.3 students joined a service program having tours to Macau and Dongguan from 17 to 29 July. They had training in Hong Kong and Macau and teaching in a Dongguan

secondary school.

- (3) Committee members of Students' Association and four Houses met the new S.1 students and had a brief introduction for them on 22 August, Bridging Program.

### 31. Report from Discipline Committee

- (1) From 15<sup>th</sup> to 16<sup>th</sup> July, the new head prefect and vice prefects participated in the summer leadership camp organized by the ECA Committee.
- (2) On 19<sup>th</sup> August, the new head prefect and vice prefects organized a short talk about the school rules and uniform requirements for the new S1 students.
- (3) On 21<sup>st</sup> August, a talk about positive values and attitudes, and anti-crime issues was organized by the Hong Kong Correctional Services Department for the new S1 students.
- (4) On 21<sup>st</sup> August, the school rules and uniform requirements were further explained to the new S1 students.
- (5) On 22<sup>nd</sup> August, the school-based anti-bullying policy was explained to the new S1 students.
- (6) On 30<sup>th</sup> August, an orientation day was organized for the prefects in the Function Hall.

### 32. Report from Guidance Committee

- (1) From 19<sup>th</sup> to 23<sup>rd</sup> August, Guidance Prefects were invited to be helpers in the S.1 Bridging Programme.
- (2) From 12<sup>th</sup> to 13<sup>th</sup> July, the first training for Guidance Prefects was organized at Yuen Long Girl Guides Camp Site.

### 33. Report from Career Guidance Committee

- (1) On 4<sup>th</sup> July, the preparation meeting for the Release of HKDSE for teachers was held.
- (2) On 4<sup>th</sup> July, the preparation talk for the Release of HKDSE for students and parents was held.
- (3) From 10<sup>th</sup> to 13<sup>th</sup> July, a counseling service for the release of the results of JUPAS was provided for S.6 students.

### 34. Report from Religious Education Committee

- (1) From 22<sup>nd</sup> to 24<sup>th</sup> July, about 30 students joined "4C" held by Ladder Mission.
- (2) From 21<sup>st</sup> to 22<sup>nd</sup> August, a leadership camp was held for Christian Fellowship leaders at Breakthrough Youth Village.

### 35. Report from Staff Development Committee

- (1) The "New Staff Induction" program was held on 16<sup>th</sup> August. New staff attended the induction afternoon. Our Principal Dr Chu KW, Vice-Principals Mr Moy KY, Mr Wong CT, Head of Guidance Committee Mr. Kwan CH and Head of Discipline Committee Ms. Hou CP introduced important matters related to teacher's conduct and school policies to



them. The 1<sup>st</sup> Staff Development Day was held on 24<sup>th</sup> August. The theme was “Gifted Education”.

- (2) The first Staff Development Day was held on 26<sup>th</sup> August. Our school’s Educational Psychologist Mr Wong Nok Fung conducted a talk on Self-directed Learning. Students’ cases review was conducted by the Head of Student Support Committee, Ms Ng TY and Head of Guidance Committee, Mr Kwan CH.

### 36. Principal’s External Activities

- (1) On 6<sup>th</sup> July afternoon, I attended the IMC Meeting of Kei Tsz Primary School.
- (2) On 18<sup>th</sup> July afternoon, I attended the IMC Meeting of Ming Kei College.
- (3) From 28<sup>th</sup> to 29<sup>th</sup> July, I was invited to join the Service Tour to Macau jointly organized by Guangzhou XieHe Middle School and the other schools on The Mainland and Macau.

Date: 31<sup>st</sup> August 2019

Prepared by Dr. Chu Kai Wing  
(Principal, CCC Heep Woh College)