

CCC Heep Woh College
2019–2020
Monthly School Report
July–August 2020

1. Personnel Affairs

1.1 Staff who have retired, resigned or completed their contract

| Teacher | Post |
|---------------------------|--------------------|
| Mr. Chan Cheuk Yin Gordon | Teaching Assistant |
| Mr. Mok Chu Hung | Office Assistant |

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 |
|--------------------|-----------------------|
| Ms. Tam Wing Sze | Chemistry |
| Mr. Deng Zhirong | I.T. Technician |
| Mr. Li Siu Wai Ken | Office Assistant |

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

2. S.1 Students Registration

On 9 and 10 July, S.1 students attended registration for the 2020–2021 school year.

3. Supplementary Lessons for S.6 Students

From 11 July to 31 July, S.6 students had supplementary lessons which helped them better prepare for the Hong Kong Diploma of Secondary Education (HKDSE).

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

The Pre S.1 Territory Wide Assessment (TSA) cum S.1 Streaming Test scheduled on 14 July was cancelled due to COVID-19.

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

A talk scheduled on 17 July for parents on the Preparation for the Release of HKDSE Results was cancelled due to COVID-19. Our school shared a multimedia presentation to brief students on the following procedures::

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

The aim of the presentation was to help students and parents get ready to face potential challenges that may occur when the HKDSE results are released by reviewing appropriate strategies

6. Eighth Staff Meeting

On 21 July, I chaired the 8th Staff Meeting. We discussed School Calendar 2020 – 2021, the arrangement of the Staff Development Day in 2020 – 2021 and other matters.

7. Release of HKDSE Results

On 22 July, HKDSE results were released by electronic format due to COVID-19. From 22 to 24 July, careers and guidance teachers, S.6 class teachers and mentors for S.6 students took care of the students in need to provide them with timely and constructive suggestions through social media platforms.

8. Promotion Meeting

On 24 July, Mr. Wong Chun Tat (Vice-principal) chaired online meetings to discuss the promotion of students in each form.

9. End of Term Ceremony

The End of Term Ceremony scheduled on 24 July was cancelled due to COVID-19. Our school has used a multimedia presentation to encourage our students.

10. S1 Bridging Program

The Bridging Program scheduled from 17 to 21 August was cancelled due to COVID-19. Our school has switched to Google Classroom and other online platforms 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.

11. Academic Affairs Committee Meeting

On 17 August, Ms. Tin Yuen Shan (Assistant Principal) chaired the online meeting. We discussed matters concerning academic affairs in the coming academic year.

12. Life Education Committee Meeting

On 17 August, Mr. Moy KY (Vice-principal) chaired the online meeting. We discussed matters concerning student support in the coming academic year.

13. Committees Meeting

From 18 to 19 August, committees called online meetings to discuss their programme plans and division of labour in the coming academic year.

14. First Department Heads' Meeting

On 19 August, Ms. Tin Yuen Shan (Assistant Principal) chaired the online meeting. I stated my expectations of all panel heads. After oral reports from all departments, we discussed matters and arrangements for the new academic year.

15. The Staff Meeting for Preparation of the New Term

On 20 August, I chaired the Staff Meeting for preparation of the new term and stated my expectations to teachers. We discussed the routines for the first week and all matters concerned.

16. Middle-Level Management Meeting

On 21 August, Committee Heads and Subject Departments Heads were invited to share their program plans in the coming academic year.

17. S1 Orientation and Parents' Day

The Orientation Day and Parents' Day for S1 students and parents scheduled on 22 August was cancelled. Our school has used video clips to give a briefing as follows: Mr. Wong CT (Vice-principal), 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 in detail. Ms. Karen Lam (the Chairlady of PTA), Pastors of Heep Woh Church and School Social Worker also introduced their activities to the parents.

18. Departments Meeting

On 24 and 25 August, subject departments called meetings to discuss their program plans and division of labour in the coming academic year.

19. 2020–2021 The First Staff Development Day

On 26 August, we conducted our Staff Development Day at blended mode with face to face and online platform. In the first part, there were two short meetings about the arrangement of Beginning of Term Ceremony and Group Meeting with students by Class Teachers and the overall arrangement of Online Teaching and Learning. In the second part, teachers are invited to join one of the four Communities of Practices about eLearning (a. live lesson practice / b. converting WS into Google Forms / c. video editing / d. assessment & feedback in Google Classroom).

20. Report from Subject Departments

Mathematics Department

On 24 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

- implementation of the new Mathematics syllabus in 2020-21 in S.1.

Chemistry Department (Science KLA)

- (1) Thirteen S.4 and S.5 students participated in the “GIRLS GO TECH STEM” learning programme organized by the Hong Kong Women’s Foundation.
- (2) Seven S.4 and S.5 students participated in the “HKU #Teach for Good” Online Class Summer Programme by the University of Hong Kong.
- (3) Nine S.4 and S.5 students participated in the Hong Kong Polytechnic University Summer Program organized by the Hong Kong Polytechnic University.
- (4) On 31 August, eighty-four S.4 and S.5 Chemistry students participated in the “Chemists Online Self-study Award Scheme” organized by the Hong Kong Virtual University.
- (5) A team of six S.3 students were nominated to join the “International Junior Science Olympiad Competition” organized by the Hong Kong Education Bureau.

History Department

- (1) On 30 July, An online panel meeting was held to discuss and decide the new S1 History curriculum implemented and draft the scheme of work.
- (2) On 12 August, department members attended the online seminar on ‘Teacher Training Series for the Revised Junior Secondary History Curriculum: Seminar cum Sharing Sessions on Curriculum Interpretation and Curriculum Leadership (New) held by Education Bureau.

Geography Department

- (1) 4B Yau Ching Tung, 4C Pun Wan Chi, 4C Lee Chun Him, 5A Wong Chi Yeung, 5C Sin Kwan Lok, 5D Lau Ho Yeung and 5D Ho Ka Hei participated in “PolyU Summer Programme 2020 (Online Mode)” organized by Department of Land Surveying and Geo-Informatics (LSGI) of the Poly University of Hong Kong. Students learnt how to build the Smart City of Hong Kong and joined a virtual tour to Underground Utility Survey Lab. The programme was conducted via Zoom.
- (2) The exchange trip to Taiwan of the Geological Conservation Ambassador Program of the 5th NWS Hong Kong GEO Wonders Hike was cancelled due to the pandemics. There is no longer a championship. 5C Sin Kwan Lok, 5C Yiu Hiu Tung and 5D Lau Ho Yeung Youth succeeded in being the Top 5 winners of the programme. The organization will arrange a prize presentation after summer holiday.

Music Department

- (1) During school suspension period, seventy students took part in online musical instrument classes. Furthermore, online rehearsals were arranged for Chinese Orchestra and Western Orchestra members.
- (2) A virtual choir video “I sing out” was made and presented during the Speech Day Ceremony on 4 July..
- (3) Online tuition was arranged during summer holidays for students taking the ABRSM practical and theory examinations
- (4) Preparation for 50th Golden Jubilee Anniversary
 - Alumni Lam Yat Fung has been commissioned to write a song titled “如金” for the grand celebration.

- Pre-production of the original musical “隆重燈場” is about to be completed. Due to the pandemic outbreak, staging of the musical will be postponed to July 2021.

PE Department

All PE teachers attended the webinar on ‘Guidelines and support measure on conducting physical activities under COVID-19’ on 28 August.

21. Report from Academic Affairs Committee

- (1) The first AAC meeting was held on 13 August. The following items were discussed:
 - results of student survey, parent survey & teacher survey concerning eLearning
 - teaching and learning arrangements under the suspension of face-to-face classes and on-campus activities
 - HKDSE Public Examination result & JUPAS result
 - Proposed amendments for mark projection policy for absentees
 - Survey to review on mark projection policy, Study Fortnight and S5 Summer Supplementary Lessons
- (2) The First Department Heads’ meeting was held on 19 August. The following items were discussed:
 - HKDSE Public Examination result & JUPAS result
 - Results of student survey, parent survey & teacher survey concerning eLearning
 - Online learning and teaching under face-to-face class suspension in the new school year
 - 2020 – 2021 S4 Subject Selection Mechanism
- (3) S1 Extra Discretionary Place Admission was run from 7 to 11 July. Three students were enrolled.
- (4) To strengthen learning support for senior formers, summer supplementary lessons for F.5 students were arranged. There were two phases of supplementary lessons this Summer. Phase one was held during 21 – 22 July and 27 – 31 July. Phase two was scheduled from 17 August to 24 August. Due to the pandemic, the face-to-face lessons were suspended. Instead, online classes conducted.
- (5) To boost learning motivation and confidence of Junior Form lower achievers, a summer school, “Edutopia” was newly launched this summer. Seventeen S1 S2 students have enrolled to join this programme. However, due to the pandemic, all planned activities in the summer have been cancelled. The students who participated in Edutopia will join the Mentoring programme but will be led by the teachers-in-charge of Edutopia. In the middle of school year (if school resumes normally), a motivational day camp and two learning activities will be specially designed for this group of students.
- (6) To promote self-directed learning and eLearning, the S1 Bridging Programme took place on eLearning platform (Google Classroom) from 17 August to 26 August. The aims of implementing the eLearning platform are as follows : (1) To help students explore their interest, ability and learning modes; (2) To help students understand the subjects taught in Heep Woh College; (3) To welcome students to our Heep Woh family. There were subject-based streams and theme-based streams in the programme curriculum. The theme-based stream was carried out in a cross-curricular approach.

22. Report from Discipline Committee

- (1) On 15 July, the online interview for head prefect and vice prefects was made.
- (2) On 17 August, the new head prefect and vice-head prefects used a short video to deliver a short talk about the school rules and uniform requirements for the new S1 students.
- (3) On 17 August, two short videos about the school rules and uniform requirements and the school-based anti-bullying policy were further explained to the new S1 students.
- (4) On 22 August, a short video about the school rules and uniform requirements was also prepared for the S1 parents.

23. Report from Career Guidance Committee

- (1) From 11 July to 8 August, a mentoring programme was conducted by online mode.
- (2) On 14 July, the preparation meeting for the Release of HKDSE for teachers was held.
On 16 July, the preparation talk for the Release of HKDSE for students and parents was held online .
- (3) On 22 July, electronic copies of HKDSE were released to S.6 students individually by email.
- (4) From 22 to 24 July, a counseling service for the release of the JUPAS results was provided for S.6 students.

24. Report from Staff Development Committee

July

The sixth and seventh Community of Practice (CoP) were held on 17 and 21 July via face-to-face session and Google Meet. Workshops on i) making and distributing video teaching materials to online communication platforms and ii) conducting live lessons using Google Meet or Zoom were conducted. Our I.T. technician, Mr. Charles Lam and Ms Cheung PY provided demonstrations to colleagues to prepare them for blended learning in September.

August

The First Staff Development Day was successfully held on 26 August. The theme for the first session was ‘Class Teacher Meeting: Preparation for Group Meeting with students’ conducted by our Principal, Dr Chu KW. The theme for the second session was ‘Community of Practice (CoP) – eLearning series’. Staff Development Committee and Academic Affairs Committee jointly organised the following four CoPs to address the concerns raised in the Teacher’s Survey about eLearning. We have invited colleagues to be hosts for each of the CoP.

| CoP | Content | Host(s) / Group leaders |
|------------|----------------------|---|
| #1 | Live Lesson Practice | Group leaders: Ms Chu KM, Mr Hsia MW, Mr Kwan CH, Ms Kwong KS, Mr Leung CH, Mr Tai TT, Ms Tin YS Support: Charles, Nicole |

| | | |
|----|---|---|
| #2 | Converting Assignments into Google Forms | Host: Ms Mo HT Support: Ms Cheng SW Facilitator (Set up Google Meet): Ms Chung SH |
| #3 | Basic Video Editing | Co-hosts: Mr Cheung WH & Mr Lam HK |
| #4 | Assessment & Feedback in Google Classroom | Co-hosts: Mr So WL & Mr Wong KW Support: Ms Man SC |

25. Principal's External Activities

- (1) On the afternoon of 10 July, I attended the IMC Meeting of Kowloon True Light Middle School.
- (2) On the morning of 17 July, I attended the Board Meeting of The Hong Kong Academy for Gifted Education (HKAGE) on the Zoom platform.
- (3) On the morning of 15 August, I attended the IMC Meeting of Ming Kei College.
- (4) On the morning of 27 August, I attended the "Workplace Mediation" Webinar organized by the Hong Kong Institute of Mediation.

Date: 31 August 2020

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