

**HKMA David Li Kwok Po College**  
**Work Plan on Implementation of Measures to Safeguard National Security**  
**and Promote National Security Education**  
**2025-2026 School Year**

<b>Area</b>	<b>Measures</b>	<b>Assessment Method</b>	<b>Implementation Timetable</b>	<b>Person-in-charge</b>	<b>Resources Required</b>
School Administration	1.1 Regularly review and refine the mechanism and procedures for renting out school facilities to ensure that all activities held on campus do not pose any risks to national security.	<ul style="list-style-type: none"> <li>• Annual evaluation</li> </ul>	Sep 2025 – Aug 2026	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Head of SD</li> </ul>	--
	1.2 Maintain and strengthen the existing mechanism for organizing school-related activities, ensuring that all events conducted under the name of the College—including student, extra-curricular, alumni, parent-teacher, and externally organized activities—do not involve elements that may endanger national security.	<ul style="list-style-type: none"> <li>• Annual evaluation</li> </ul>	Sep 2025 – Aug 2026	<ul style="list-style-type: none"> <li>• AP (AA)</li> <li>• AP (SA)</li> <li>• Head of SD</li> <li>• Head of ECA</li> </ul>	--
	1.3 Further enhance the College's crisis management mechanism and operational guidelines to ensure timely and effective responses to incidents or activities that may threaten national security.	<ul style="list-style-type: none"> <li>• Annual evaluation</li> </ul>	Sep 2025 – Aug 2026	<ul style="list-style-type: none"> <li>• Principal</li> <li>• SCMT</li> </ul>	
	1.4 Conduct regular reviews of the content and quality of all learning and teaching resources—including books, teaching materials, classroom resources, library collections (printed and electronic), school-based materials, online learning platforms, and assessment papers—to ensure alignment with national security requirements.	<ul style="list-style-type: none"> <li>• Annual evaluation</li> </ul>	Sep 2025 – Aug 2026	<ul style="list-style-type: none"> <li>• AP (AA)</li> <li>• HODs</li> <li>• School Librarian</li> </ul>	--

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	1.5 Continuously review and refine the guidelines for school premises management. Conduct regular inspections to ensure that no displayed words, graffiti, or objects within school premises contain content that endangers national security.	• Annual evaluation	Sep 2025 – Aug 2026	<ul style="list-style-type: none"> <li>Principal</li> <li>Head of SD</li> </ul>	
	1.6 Arrange periodic reviews of the College's website and official social media platforms to ensure that all published content complies with national security requirements.	• Annual evaluation	Sep 2025 – Aug 2026	<ul style="list-style-type: none"> <li>Principal</li> <li>Head of SD</li> </ul>	
Staff Management and training	2.1 Review and uphold the existing mechanism for monitoring contractor performance and conducting background checks on all suppliers, contractors, and collaborating partners—including subject advisors, social workers, educational psychologists, school team coaches, and external instructors—to ensure that none are involved in activities detrimental to national security.	• Annual evaluation	Sep 2025 – Aug 2026	<ul style="list-style-type: none"> <li>Principal</li> <li>AP(AA)</li> <li>AP(SA)</li> <li>Head of SA</li> <li>Head of SD</li> <li>HODs</li> </ul>	--
	<p>2.2 Regularly communicate to all staff the school's expectations regarding performance through multiple channels e.g., staff meetings, the Staff Handbook, professional development days, focusing on:</p> <p>(i) The College's guidelines and standards for safeguarding national security.</p> <p>(ii) Staff members' legal duty to uphold the law and maintain a peaceful, orderly school environment.</p>	• Annual evaluation	Aug 2025 – Aug 2026	<ul style="list-style-type: none"> <li>Principal</li> <li>AP(AA)</li> <li>AP(SA)</li> <li>Head of SA</li> <li>Head of SD</li> <li>HODs</li> </ul>	--

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	(iii) Staff members' professional responsibility to act as positive role models whose words and actions align with the values of the College.				
	2.3 Review and maintain the school-based staff management and appraisal system to ensure timely and appropriate follow-up on matters related to staff performance and conduct.	<ul style="list-style-type: none"> <li>Annual evaluation</li> </ul>	Sep 2025 – Aug 2026	<ul style="list-style-type: none"> <li>Principal</li> <li>AP(AA)</li> <li>AP(SA)</li> <li>Head of SA</li> <li>Head of SD</li> <li>HODs</li> </ul>	--
	2.4 Continue to enforce existing procedures for vetting external speakers, visitors, and organizations before they engage with students or use school facilities, ensuring compliance with national security requirements.	<ul style="list-style-type: none"> <li>Annual evaluation</li> </ul>	Aug 2025 – Aug 2026	<ul style="list-style-type: none"> <li>Principal</li> <li>Head of School Development Committee</li> </ul>	--
	2.5 Encourage and facilitate staff participation in courses, seminars, and professional development activities to deepen their understanding and awareness of national security and national education.	<ul style="list-style-type: none"> <li>Annual evaluation</li> <li>Training record</li> </ul>	Sep 2025 – Aug 2026	<ul style="list-style-type: none"> <li>AP(AA)</li> <li>AP(SA)</li> <li>Head of SD</li> </ul>	--
Teaching and Learning	3.1 Collaborate with panel heads to conduct a comprehensive review of the Schemes of Work (SOWs) for all subjects, ensuring the organic integration of National Security Education (NSE) elements into relevant curricula, particularly Chinese Language, English Language, and Citizenship and Social Development.	<ul style="list-style-type: none"> <li>Annual evaluation</li> <li>lesson plan documentation, reflection, and student feedback</li> </ul>	Sep 2025 – Aug 2026	<ul style="list-style-type: none"> <li>AP(AA)</li> <li>HODs</li> </ul>	--
	3.2 Strengthen the existing monitoring mechanism for subject coordinators and panel heads to vet all teaching and learning materials, including worksheets and e-learning resources, to ensure their	<ul style="list-style-type: none"> <li>Annual evaluation</li> </ul>	Sep 2025 – Aug 2026	<ul style="list-style-type: none"> <li>AP(AA)</li> <li>HODs</li> </ul>	--

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	full compliance with the Education Bureau (EDB) requirements and guidelines.				
	3.3 Integrate national education into students' daily learning to enrich their understanding of national security, the history and development of our country, and enhance their sense of national identity through diversified life-wide learning activities. These activities include arranging visits to local museums or amenities related to national history and participating in Mainland exchange programs and the Sister School Scheme.	<ul style="list-style-type: none"> <li>• Annual evaluation</li> <li>• Students survey</li> </ul>	Sep 2025 – Aug 2026	<ul style="list-style-type: none"> <li>• AP(AA)</li> <li>• Head of SD</li> <li>• AP (SA)</li> <li>• Head of National Education Group HODs</li> </ul>	--
	3.4 Continue to display the national flag on each school day and organize weekly flag-raising ceremonies during which the national anthem will be played and sung. Training sessions will be arranged to equip students with the knowledge and skills required to perform flag-raising duties properly.	<ul style="list-style-type: none"> <li>• Annual evaluation</li> </ul>	Sep 2025 – Aug 2026	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Head of National Education Group</li> </ul>	--
	3.5 Promote students' active participation in national education initiatives and related programs organized at the district, regional, and national levels to broaden their horizons and strengthen their understanding of national education.	<ul style="list-style-type: none"> <li>• Annual evaluation</li> <li>• Students survey</li> </ul>	Sep 2025 – Aug 2026	<ul style="list-style-type: none"> <li>• AP(AA)</li> <li>• AP(SA)</li> <li>• Head of National Education Group</li> <li>• HODs</li> </ul>	
Student Guidance, Discipline and Support	4.1 Strengthen students' sense of responsibility, commitment, and respect for the law through guidance, discipline, and diverse developmental activities to prevent behavioral problems.	<ul style="list-style-type: none"> <li>• Annual evaluation</li> </ul>	Sep 2025 – Aug 2026	<ul style="list-style-type: none"> <li>• Head of DC</li> <li>• Head of G&amp;C</li> <li>• Class teachers</li> </ul>	--

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	4.2 Remind all staff to regularly inspect and remove any posters, papers, or objects that may threaten national security, following the College's campus patrol guidelines.	• Annual evaluation	Sep 2025 – Aug 2026	<ul style="list-style-type: none"> <li>• AP(SA)</li> <li>• Head of DC</li> </ul>	--
	4.3 Enhance a caring and orderly school culture by fostering positive teacher-student and peer relationships through the "Guidance cum Discipline" approach and related activities.	• Annual evaluation	Sep 2025 – Aug 2026	<ul style="list-style-type: none"> <li>• Head of DC</li> <li>• Head of G&amp;C</li> </ul>	External speakers
Home-school Cooperation	5.1 Continue maintaining close communication with parents and enhance home-school cooperation by soliciting parents' support, understanding and collaboration in relation to national education.	• Annual evaluation	Sep 2025 – Aug 2026	<ul style="list-style-type: none"> <li>• Head of SD</li> <li>• Partnership Team</li> </ul>	PTA
	5.2 Arrange one or more activities for parents based on their needs to deepen their understanding of national security, Chinese culture, and national development. This facilitates their ability to help their children understand national education in a rational and positive manner and enables them to recognize their roles in supporting the school's efforts in national education.	• Annual evaluation	Sep 2025 – Aug 2026	<ul style="list-style-type: none"> <li>• Head of SD</li> <li>• Partnership Team</li> </ul>	External speakers, PTA