



**School Mission**

Our school mission is to help our students have an all-round development in various aspects: moral, intellectual, physical, social and aesthetic. We aim at helping our students build up a noble character and moral value, so that they can grow up to be responsible citizens.

**School Information**

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| Supervisor / Chairman of School Management Committee | Mr. Chiu Tsz Kei   |  |
| Principal (with qualifications / experiences)        | Dr. Lee Cheuk Hing (Doctor of Education, Master of Education, Bachelor of Education (The University of Hong Kong)) |  |
| School Type  | Aided  | Co-ed  |
| School Motto   | Integrity and Knowledge  |  |
| Name of Sponsoring Body                              | The San Wui Commercial Association of Hong Kong Education Organization Limited                                     |  |
| Area Occupied by the School                          | About 6000 Sq. M   | Religion   |
| Parent-Teacher Association                           | Yes  | Past Students' Association / School Alumni Association                       |
| Incorporated Management Committee                    | Established  | Percentage of school supervisor and managers fulfilling the training targets |

**Teaching Staff Information (including School Head) in the 2023/2024 School Year**

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| Number of Teaching Posts in the Approved Establishment         | 46  |
| Total Number of Teachers in the School                         | 50  |
| Qualifications and Professional Training (% of Teaching staff) |     |
| Teacher's Certificate / Diploma in Education                   | 82% |
| Bachelor Degree  | 98% |
| Master / Doctorate Degree or above                             | 33% |
| Special Education Training                                     | 44% |
| Years of Experience (% of Teaching staff)                      |     |
| 0 - 4 years  | 49% |
| 5 - 9 years  | 4%  |
| >= 10 years  | 47% |

**Subjects Offered in the 2023/2024 School Year**

|           |  |   |
|-----------|--|---|
| S.1 - S.3 | Chinese as the medium of instruction   | Chinese Language, Chinese History, Mathematics*, Visual Arts, Putonghua, Computer Literacy, Integrated Science*, STEAM, Music, Project, Physical Education, Life and Society  |
|           | English as the medium of instruction   | English Language  |
|           | Adopt a different medium of instruction by class or by group / school-based curriculum | Extended Learning Activities in English: F.1 - Mathematics; F.2 - Integrated Science  |
| S.4 - S.6 | Chinese as the medium of instruction   | Chinese Language, Mathematics, Citizenship and Social Development, Visual Arts, Chinese History, Economics, Geography, Biology, Chemistry, Physics, Health Management & Social Care, Information & Communication Technology, Business, Accounting & Financial Studies, Physical Education |
|           | English as the medium of instruction   | English Language  |
|           | Adopt a different medium of instruction by class or by group / school-based curriculum | -   |

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

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

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| S.1 – S.3 | Chinese as the medium of instruction   | Chinese Language, Chinese History, Mathematics*, Visual Arts, Putonghua, Computer Literacy, Integrated Science*, STEAM, Music, Project, Physical Education, Life and Society.   |
|           | English as the medium of instruction   | English Language  |
|           | Adopt different medium of instruction by class or by group / school-based curriculum | Extended Learning Activities in English: F.1- F.3 (Mathematics and Integrated Science)  |
| S.4 – S.6 | Chinese as the medium of instruction   | Chinese Language, Mathematics, Citizenship and Social Development, Visual Arts, Chinese History, Economics, Geography, Biology, Chemistry, Physics, Health Management & Social Care, Information & Communication Technology, Business, Accounting & Financial Studies, Physical Education |
|           | English as the medium of instruction   | English Language  |
|           | Adopt different medium of instruction by class or by group / school-based curriculum | -   |

### Class Structure & Chargeable Fees (2023/2024)

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

|   | S1   | S2 | S3 | S4    | S5    | S6    |
|---|------|----|----|-------|-------|-------|
| No. of classes                          | 3    | 3  | 3  | 3     | 3     | 3     |
| School Fee                              | -    | -  | -  | -     | -     | -     |
| Tong Fai                                | -    | -  | -  | \$340 | \$340 | \$340 |
| Parent-Teacher Association Fee          | \$30 |    |    |       |       |       |
| Student Union / Association Fee         | \$15 |    |    |       |       |       |
| Approved Charges for Non-standard items | -    |    |    |       |       |       |
| Other Charges / Fees                    | -    |    |    |       |       |       |

### Remarks

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

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| <p><b>Secondary One Admission</b></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 2024).<br/>The criteria of Secondary One Discretionary Places: academic results (30%), conduct and attitude (25%), extra-curricular activity (20%), interview (25%). Besides, there will be an interview arranged for the applicants. The teachers in charge of the interview will assess applicants' performances in the extra-curricular activities, presentation skills, manners and basic knowledge.</p>  |
| <p><b>Orientation Activities and Healthy Life</b></p> <p>An orientation programme is arranged for all F.1 students from mid-July to August. It provides a wide range of activities including bridging courses, school camp, Chinese, English and Mathematics enhancement courses, team-building activities and life-skill guidance activities which aim to enhance students' sense of belonging to the school, develop a good relationship among students and foster cooperation as a team. In order to help parents have a better understanding of the school, an orientation day including seminars for parents and students is held for all F.1 parents.<br/>The Safety and Health Group is responsible for the safety and health matters of the school. It aims to ensure the safety and health of students and help them establish a healthy lifestyle. A wide range of activities, including influenza vaccination, anti-smoking talk are arranged throughout the year. To make sure that all junior form students have balanced dietary habits, the lunchboxes provided by the tuck shop are closely monitored so that they are of high quality and nutrition. To further help students understand the importance of healthy living, besides integrating the ideas of having healthy lifestyles in the hidden curriculum of the school, the subject 'Health Management and Social Care' is chosen as an NSS elective.<br/>Our School has participated in the Healthy School Project funded by the Beat Drugs Fund which aims to cultivate students' healthy life attitudes and habits.</p> |

## San Wui Commercial Society Secondary School

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| <b>School Characteristics</b>   |
| <b>School Management</b>  |
| <b>School's Major Concerns:</b><br>1. Boost students' all-round development. 2. Enhance the effectiveness of learning and teaching.   |
| <b>School Management Organisation:</b><br>Based on ISO9001:2015, our School Management Team puts special emphasis on our students and their continuous improvement. The School Quality Assurance Committee is in-charge of the daily administration of the school, and is responsible for formulating policies of the school, students and all staff. Meanwhile the Administrative Support Committee, The Student Support Committee, The Curriculum Development Committee and The Community Relationship Committee, co-ordinate and work out the five aspects of educational activities evenly. Besides, the spirit of continuous improvement is also immersed/integrated in students' learning.  |
| <b>Incorporated Management Committee / School Management Committee / Management Committee:</b><br>IMC was established on 30th August 2008.  |
| <b>School Green Policy:</b><br>The school aims at promoting environmental protection. There are four directions namely 'replace', 'reuse', 'recycle' and 'reduce' for students and teachers to follow. Practically, all staff members and students are encouraged to reduce the use of paper and electricity.   |
| <b>Learning and Teaching Plan</b>   |
| <b>Whole-school Language Policy:</b><br>Our school adopts Chinese as the medium of instruction to enhance the communication and interaction between teachers and students. Our school puts the stress on bilingualism and multilingualism to enhance students' language abilities. To cater for students' need and boost the effectiveness of teaching and learning, 3 classes of students are divided into 4 groups when English lessons are conducted in junior forms. Besides, well-equipped Chinese and English resources rooms are established at teachers and students' disposal. Abundant opportunities are provided for students to give speeches in Chinese, English and Putonghua during the afternoon assembly. In order to polish students' abilities in using English, specific units in certain subjects are conducted in English in junior forms. This objective is further achieved by organizing English extended learning activities regularly. Not only in junior forms, 3 classes of students are divided into 4 groups when English lessons are conducted in senior forms. Co-teaching of our local English teachers and the Native Speaking English Teacher is organized in all classes and a wide variety of English teaching activities are held constantly, like summer English bridging programs, English week and English drama, etc. On top of those mentioned, to strengthen students' abilities and confidence in using English, our NET conducts after-school oral classes for students. |
| <b>Learning and Teaching Strategies:</b><br>The school makes an effort in creating a harmonious and orderly learning environment for students. We implement diverse, student-centred teaching methods so as to enhance students' motivation and cater for their learning diversities. It is hoped that they can master and enjoy learning in an active way. E-learning is encouraged in school so as to arouse students' interest in learning and enhance the learning and teaching effectiveness. Our school provides students with a balanced education which aims at excellence in moral, intellectual, physical, interpersonal and aesthetic aspects. Students are encouraged to develop their abilities and cultivate their moral integrity. The school curriculum emphasizes the importance of language learning and IT skills. Moreover, we develop our school-based curriculum. To cultivate students' reading habit and their initiative in learning to learn, the whole school, both teachers and all students, are required to participate in reading lessons. Our school library and all subject panels have been working together to implement the reading scheme in an attempt to encourage students to read more and broaden their spheres of interests and horizons.  |
| <b>School-based curriculum:</b><br>1. Electives: 2X. In total, 12 elective subjects are provided for students to let them have more choices. Our school also participates in the Network School Scheme and offers Joint School Courses for students.<br>2. Curriculum highlights: School-based Life and Society, Cross-Subject Project-Learning and Moral Education Curriculum are implemented. Whole-person development is implemented in F.1 to F.6 classes including moral education, life learning, values education and other learning experiences. School-based integrated Art is implemented in F.4 and F.5. School Enrichment Program of core subjects are arranged for senior form students.   |
| <b>Major Renewed Emphases in the School Curriculum:</b><br>The implementation of the four key tasks enables students to develop independent learning ability. 1.The Reading Scheme, the reading programmes conducted by different KLAs and the library enable students to improve their reading skills and strategies. 2.The application of e-learning activities, the e-learning platform and the integration of IT into teaching allow students to learn independently, thus becoming life-long and self-directed learners. 3.Cross-subject projects and the Life-wide Learning Activity Day provide a platform for students to apply what they have learnt. 4.From the perspective of Civic and Moral education, our school has incorporated the 10 positive values suggested in the curriculum development council of the EDB into various subjects and school-based activities, such as whole person development in F.1 to F.6 classes every week to cultivate positive values.  |
| <b>Life Planning Education:</b><br>Career Life Planning for all students is one of the main concerns of our school. The three elements of career life planning (self-understanding, career exploration and career planning and management) are incorporated into their six-year study life. Class teachers play a significant role in fostering students' life planning education, providing them with guidance based on their interests, aptitudes and abilities. Through whole-person development, students can identify their interests and acquire the ability to select appropriate elective subjects. Senior form students can have a better understanding on the diverse pathways and opportunities for secondary graduates and workplaces through Career Life Planning lessons, counseling, seminars, visiting universities and etc. Hence, they can make informed and responsible choices with regards to their learning, career goals and other aspects of life. Our school makes use of resources outside of school, such as taking part in the scheme of Project We Can 2, to provide students with summer internship.  |
| <b>Student Support</b>  |
| <b>Whole School Approach to Catering for Learner Diversity:</b><br>The school has adopted the "Scheme of Cultivating Student Growth". Through this scheme, two class teachers are assigned to each class in F.1 to F.4 classes so that more attention and support will be available for each student. When conducting English lessons for F.1 to F.6 students, more capable students are selected to form separate groups so that their abilities can be further enhanced. We tailor our school's curriculum to suit the needs of students. In teaching, we promote collaborative learning so that students can learn in groups and help one another to learn. We implement continuous assessment and standard-referencing assessment so as to cater for diverse learning abilities. The Invitational Education Programme and the SEN programme are arranged to develop students' potential.  |
| <b>Whole School Approach to Integrated Education:</b><br>Learning Support Group has been set up in our school for years. The members of this group include Special Educational Needs Co-ordinator (SENCo), Vice Principal, Guidance Master, SEN support teachers (SENST), counsellor, school social worker and school-based educational psychologist. We aim at promoting the Whole School Approach to Integrated Education and providing SEN students with a secure, inclusive, and equal learning environment. The school stresses the importance of teachers' professional development by regularly arranging special education training and seminars for teachers. The school has used the Learning Support Grant to hire extra teachers, counsellors and teaching assistants to make sure that students with special needs are well-supported. In order to provide students with more support, the school flexibly allocates resources to provide a variety of services, including treatment programme for dyslexia, speech therapy, social skills training to further help improving students' confidence in learning. Special examination arrangements are also made in accordance with students' needs. Furthermore, an IEP is to be drawn up for a student who is in need of intensive individualized support.   |
| <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; and organising activities to create an inclusive learning environment in the school. Our school is committed to providing additional resources for admitted NCS students and improving their learning of Chinese: (1) After-school reading and basic language support. (2) To identify difficulties in Chinese learning for students, and help them to set personal learning goals for the school year.   |
| <b>Measures to provide adaptation for learning and assessment:</b><br>Two uniform tests and a final exam are arranged every year. The approach of continuous assessment has been adopted. Various tests and assessments, which are set according to students' ability, are designed to help students learn.   |

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| <b>Home-School Co-operation and School Ethos</b>   |
| <p><b>Home-School Co-operation:</b></p> <p>The aim of the Parent-Teacher Association is to increase the communication and cooperation between parents and teachers. With the collaboration between parents and the school, teachers and the principal, different types of parent-teacher activities and plans are carried out. For example, seminars on specific topics, parents' interest groups, picnic, student service award and Student Financial Aid Scheme are organized and granted. All these can enhance home-school cooperation.</p>  |
| <p><b>School Ethos:</b></p> <p>Students' development in the 5 domains of education is emphasized in our school. To help students develop their potentials, various schemes and programmes are carried out. They include 'Invitational Education Programme', 'Learning Support Scheme', 'Junior Forms Lunch At School Programme', 'Class-based Talent Show', 'ECA lessons', 'After-lunch activities', 'Cross-subject projects', 'Reading Scheme', 'Co-class teacher system' and 'ICAN school scheme', 'Healthy School Project' and 'Project We Can 2'.</p>  |
| <b>Future Development</b>  |
| <p><b>School Development Plan:</b></p> <p>The School Development Plan puts focus on 3 aspects. Students should have good moral standard. The school plans to enhance students' self-esteem, strengthen their resilience and help them build up a stronger sense of national identity. Secondly, the school plans to encourage students to learn to learn, improve their language abilities, enhance their IT skills towards "Bring Your Own Device" and "One Person One iPad" Program, cultivate their reading habits and enable them to read to learn. Moreover, students need to develop their potentials in arts and sports. The school plans to encourage students to take part in various school and inter-school activities or competitions. Through taking part in the events, students will learn to build up their team spirit and show their inherent potential. In addition, the school will also strive to develop STEAM education so that students can broaden their horizons and apply innovative and technological knowledge to cope with the development of Hong Kong and the world.</p> |
| <p><b>Teacher Professional Training and Development:</b></p> <p>Each year, three Staff Development days are organized. The content covers different areas such as learning and teaching, student support and national security education. Policies regarding Staff Development are formulated. In order to provide a good environment for sustainable development for teachers, time slots are given for teachers with the same subject for collaborative lesson planning as a learning community.</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>There are fifty-three extra-curricular activity groups in our school. They include Academic Groups, Social Service Groups, Interests Groups, Four Houses and PE Groups. Outstanding groups include Dance Team, Drama Society and Indoor Rowing Team. Special activities are arranged for students. They are Flag-guard, Hong Kong Air Cadet Corps., Marching Band and Snooker Team.</p>   |
| <b>School Facilities</b>   |
| Number of Classroom(s): 27   |
| <p><b>School Facilities:</b></p> <p>Facilities enabling the use of IT: 3 Computer rooms, School intranet, wireless network, all computers with broadband Internet, Computer Assisted Learning Room, Language Room, Multi-media Learning Centre Projectors in all classrooms, STEM Lab. The campus deploys full coverage of WiFi system and WiFi can be used everywhere in school. Facilities enabling the development of arts and sports: Digital Art Room, Ceramic Corner, Radio Station, Band Room, Fitness Room, Billiard Room. Other Facilities: English Corner, Student Activity Centre, School History Room, Lecture Theatre, Multi Purpose Room A &amp; B, "On-site Meal Portioning" Kitchen, Kitchen Waste Corner, Liberal Studies Rooms, Mini Theatre, Happy Garden, Careers Corner, Rest Zone, Cultural Gallery, Study Room, Whole Person Development Resources Centre and Meditation Room.</p>  |
| <p><b>Facility(ies) for Supporting Students with Special Educational Needs:</b></p> <p>Ramp, Accessible lift and Accessible toilet.</p>  |
| <b>Others</b>  |
| <p>The school has adopted a student-centred approach aiming at providing sufficient care and support for students. To enable students to grow in a loving and disciplined learning environment, the school has allocated extra resources to offer the Small-class Teaching Scheme and the Scheme of Cultivating Student Growth. The school actively nominates students to participate in different scholarship programs, competitions and exchange programs.</p>   |
| <b>Direct public transportation to School</b>  |
| Bus: 58M, 58X, 260X, 258D, 960, B3A, K58, P960, A34, E33P; Mini Bus: 44A; LTR: Leung King Station (505, 615, 615P, 507).   |