

Work Plan on Implementation of Measures to Safeguard National Security and Promote National Security Education

2025 – 2026 School Year

School name: HKUGA College

Area	Measure (s)	Assessment method	Implementation timetable	*PIC	Resources required
School Administration	- The Taskforce on the Implementation of National Security Education will convene at least once per term to plan, coordinate, and review all NSE-related policies and measures. The Taskforce will be chaired by the Vice Principal (Academic Development) and will include the Heads of the Administration Affairs Committee, Moral, Civic and National Security Education Committee, Chinese Culture Enhancement Committee, and the Head of Administration. Devise specific strategies and contingency measures, in line with EDB guidelines, to create a peaceful and orderly school environment free of political interference. This includes a tabletop drill for the crisis management team. Conduct a comprehensive annual review of school premises, library collections, and facility hiring procedures. Incorporate specific clauses into all procurement and service tender documents to allow for the disqualification of a supplier or termination of a contract in the interest of national security.	- Review by the Senior Management - Minutes of Taskforce Meetings - APASO - Checklist completion records - Review of procurement templates	2025/26 Whole School Year	*CLC, AY	- Task Force members - Updated EDB Circulars and Guidelines - Digital communication platform

Staff Management	1. Uphold and communicate the school's recruitment and employment policies, ensuring they align with the Employment Ordinance, Codes of Aid, and relevant EDB circulars. 2. Timely and duly follow up on matters relating to job performance and conduct in accordance with the school-based staff management and appraisal system, handling any misconduct seriously. 3. Ensure all non-teaching staff (including specialist staff, coaches, and instructors) hired with school resources comply with all relevant requirements for conduct and performance.	• Review of HR records and appraisal reports • Staff meeting minutes • Signed contract addendums	2025/26 Whole School Year	*CHC, SN	• School-based Management Team • Legal consultant • Standardized contract templates
Staff Training	1. Require all staff to study the "Guidelines on Teachers' Professional Conduct" at the beginning of the school year to ensure they are aware of their professional and legal responsibilities, including the duty to consciously safeguard national security. 2. Organize at least one professional development (PD) session for all staff on topics such as "Interpreting the National Security Law for Educators." 3. Establish a formal peer-sharing mechanism for teachers returning from external PD programmes. 4. Ensure newly-joined and promoted teachers participate in Mainland study tours according to EDB requirements to strengthen their understanding of the nation's development.	• Record of PD hours • Teacher Survey • Feedback from sharing sessions • Collection of shared resources	2025/26 Whole School Year	*CLC, SPY, SN	• Professional Development Committee • School's financial support for speakers and courses

Learning and Teaching	Subject Panels, under the coordination of the Academic Development Committee, Continue to strengthen the school-based monitoring mechanism for the regular review of all learning and teaching resources to ensure content is accurate, objective, and unbiased. Deepen the integration of NSE elements in various KLA subjects through curriculum mapping and the sharing of good practices in departmental meetings. The Chinese Culture Enhancement Committee will promote Chinese culture and enhance national identity through a variety of activities organized by the Chinese Culture Enhancement Committee, such as a Chinese Cultural Week, workshops (e.g., calligraphy, ink painting), and celebrating traditional festivals. - In collaboration, the Moral, Civic and National Security Education Committee and relevant subject departments will organize and promote a diverse range of activities to enhance students' understanding of national security. These activities will include Mainland Study Tours, Sister School exchanges, a Mock Trial Competition, and various territory-wide quiz competitions on the Basic Law and National Security. Ensure all school-based learning and teaching materials related to the Constitution, the Basic Law, and national security are archived for at least two school years and made available for inspection on a need basis.	- Review of teaching plans and materials - Student work and project outcomes - Event evaluation reports - Student participation records - Archive log	2025/26 Whole School Year	*CLC, GL, SPY, JT, All Depts under the ADC	- Academic Development Committee - Financial support from government funds - Collaboration with sister schools
Student Guidance, Discipline and	Conduct a national flag raising ceremony every week, in addition to ceremonies on designated important days (e.g., National Day, HKSAR Establishment Day), to foster	- Event evaluation - Stakeholder	2025/26 Whole School Year	*SPY, WHT	- Pastoral Care Committee - MCNSE

Support	respect for national symbols and enhance students' sense of national identity. 2. Reinforce the school-based guidance and discipline policy to clearly explain behavioral expectations and help students develop a sense of responsibility and law-abidingness. 3. Systematically handle any student breaches of rules through a clear, tiered approach (advice, warning, parent meetings, punishment), especially for incidents involving political propaganda or activities that disrupt school harmony. If a case is serious, a formal referral process to school counselors, social workers, or external professionals will be initiated. 4. The MCNSE Committee will empower students by enhancing its student-led programs: - 'National Speech after the Flag Raising' Program: Expanding the scope of topics to include national achievements and cultural stories, while encouraging more dynamic presentation formats. - MCNSE Service Ambassador Program: Providing ambassadors with leadership training to empower them to take an active role in planning and executing school-wide NSE activities. 5. Organize talks, visits, and workshops that focus on lawfulness, cybersecurity, media literacy, national symbols, and recent developments in China.	Survey (Students) ● APASO ● Observation of student activities ● Disciplinary records			Committee ● Collaboration with external bodies
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Home-school Cooperation	1. Maintain close communication with parents to solicit their support, understanding, and collaboration in promoting students' healthy development and helping them become good citizens who observe rules and laws. 2. Organize at least one parent-focused sharing on a theme such as "Nurturing a Positive National Identity in a Globalised World." 3. Cooperate with the PTA to organize parent-child activities promoting Chinese culture.	• Event evaluation • Parents' feedback and attendance records • Copies of newsletters and website updates	2025/26 Whole School Year	*CLC, AY, JT	• PTA support • Chinese Culture Enhancement Committee • Guest speaker fees
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**The first name is the person-in-charge and the second / third name(s) is/are the deputy(deputies)*

Signature of supervisor :

Name of supervisor : Fung Ho Keung

Date : 6 November 2025

