

## **EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 112/2008**

From	: Secretary for Education	To	: Heads of all aided (including
Ref.	: EDB(CD/NSS)/ADM/75/1/3(1)		special schools), government,
Tel.	: 2892 5844		caput secondary schools and
Date	: 7 July 2008		secondary schools under the Direct
			Subsidy Scheme (DSS)

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### **Meeting on Preparation for 334 with School Leaders (2008/09 School Year)**

#### **Summary**

The purpose of this circular memorandum is to inform heads of the schools specified above (including special schools offering ordinary curriculum) that the Education Bureau (EDB) will organise the Meeting on Preparation for 334 with School Leaders in the 2008/09 school year. Heads of secondary schools are invited to nominate members of the school administration team to attend the meeting.

#### **Details**

2. The captioned meeting is a follow-up arrangement in response to the feedback received from the 3-day School Leaders Workshops for Planning 334 held in the 2005/06 school year and the Middle Managers Workshops for Migration to 334 held in the 2006/07 and 2007/08 school years. Most school leaders/middle managers expressed that it is essential for schools to have the opportunity to share their planning and experiences in the preparation for NSS. As such, we plan to organise this series of half-day Meetings in the 2008/09 school year to provide a platform for school leaders to share relevant good practices and ways of overcoming constraints in the migration to New Senior Secondary (NSS) in 2009.

3. Heads of secondary schools are invited to nominate at most 5 members including School Principal, Vice-principal(s), NSS Co-ordinator and representative(s) of School Management Committee to attend the meeting. Priority should be given to those colleagues who have attended the School Leaders Workshops in the 2005/06 school year before.

4. In order to tailor the programme to suit the different needs of schools, schools are invited to express the priority of themes/areas of concerns that they would like to discuss and share with other schools, such as arrangement of Other Learning Experiences, flexible timetabling arrangement, staff planning, mobilisation and deployment of middle managers, use of space and resources, and effective internal and parental communication. EDB would provide update information and core session(s) as appropriate.

5. Schools may participate in the meeting in one of the following modes (i) by organising

self-arranged groupings; or (ii) through groupings arranged by EDB. To facilitate effective communication and professional exchanges, we encourage schools to adopt the mode of self-arranged groupings. We would recommend a maximum of 12 schools with 5 participants from each school for each meeting. If there are 8 to 12 schools in the group, a meeting will be arranged exclusively for it. If there are only 2 to 7 schools in the group, we will arrange other schools to join .

6. The scheduled dates for the meetings are at **Appendix 1**. Meetings will be normally arranged on Monday, Thursday or Friday afternoon. Schools are requested to indicate their preferred mode of grouping and meeting dates in the Reply Form at **Appendix 2**. The completed Reply Form should be returned to the New Senior Secondary Section by fax (2573 5299 / 2575 4318) **on or before Monday, 21 July 2008**. We will try to arrange the meeting dates for schools according to their preferences. Schools will be informed of the meeting dates in early September by fax. **Priority will be given to the self-arranged groupings when making the arrangement.**

7. In principle, each meeting will be held at the premises of one of the participating schools. We will approach relevant schools to make the arrangement after the school groupings are fixed.

### **Enquiry**

7. For enquiries, please contact Ms Cello Lam and Ms Tracy Tsang of the New Senior Secondary Section of the Curriculum Development Institute at 2892 6460 / 2892 6461.

Dr KK CHAN  
for Secretary for Education

c.c. Heads of CDI Sections – for information

**Scheduled Dates for Meeting on Preparation for 334 with School Leaders**  
**(2008/09 School Year)**

<b>Year</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>	<b>Remarks</b>
Oct 08			<del>1</del>	2	3	4	5	National Day (1/10) Chung Yeung Festival (7/10)
	6	<del>7</del>	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			
Nov 08						1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
Dec 08	1	2	3	4	5	6	7	Christmas Day (25/12) The first weekday after Christmas Day (26/12)
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	<del>25</del>	<del>26</del>	27	28	
	29	30	31					
Jan 09				<del>1</del>	2	3	4	New Year's Day (1/1) Lunar New Year's Day (26-28/1)
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	<del>26</del>	<del>27</del>	<del>28</del>	29	30	31		
Feb 09							1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28		
Mar 09							1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						

Note:

The dates shaded are the scheduled dates for the meeting.

The dates crossed out indicate public holidays.

To: New Senior Secondary Section  
Curriculum Development Institute  
Education Bureau  
(Attention: Ms LAM Wai-kuen)  
(Fax No.: 2573 5299 / 2575 4318)

**Meeting on Preparation for 334 with School Leaders (2008/09 School Year)**

**Reply Form**

*(To be returned on or before Monday, 21 July 2008)*

**School Name:** \_\_\_\_\_

**School Code:** \_\_\_\_\_

**School Type** (please “✓” as appropriate):

Aided                       Government                       DSS                       Caput

**School District:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_(Tel) \_\_\_\_\_

**Name of NSS Co-ordinator\*** (if applicable): \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

\* Is your NSS Co-ordinator interested in joining any NSS Co-ordinator network organised by EDB? (Please tick “✓” as appropriate)

Yes

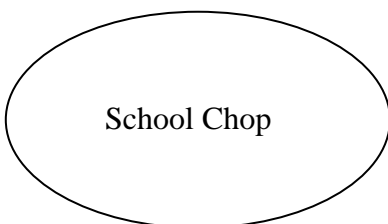
No

*Please complete the following:*

(1) Is your school interested in participating the Meeting on Preparation for 334 with School Leaders in 2008/09 school year?

Yes, please complete **Questions 2 to 4.** 

No, please complete this page and fax it back to us on or before Monday, 21 July 2008.



School Chop

**Name of School:** \_\_\_\_\_

**Signature of School Head:** \_\_\_\_\_

**Name of School Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_

- (2) I would recommend the following representatives to join the Meeting on Preparation for 334 with School Leaders  
(Please nominate not more than 5 persons)

	Name	Post
1.		
2.		
3.		
4.		
5.		

- (3) Please indicate your areas of interest.

Rank the top 3 areas with 1, 2 & 3 (1 is your highest preference)	Please also indicate with a “✓” whether you would like to:	
	share with other participants in the meeting.	share with participants in other meetings*.
<input type="checkbox"/> Arrangement of Other Learning Experiences/Student Learning Profile		
<input type="checkbox"/> NSS curriculum planning and timetabling arrangement		
<input type="checkbox"/> Internal communication and staff professional development		
<input type="checkbox"/> Use of space and resources		
<input type="checkbox"/> Communication with parents and community		
<input type="checkbox"/> Mobilisation and deployment of middle managers to support the implementation of NSS		
<input type="checkbox"/> Independent Enquiry Study of Liberal Studies		
<input type="checkbox"/> Others (please specify) _____ _____ _____ _____		

\* Arrangements will be made for you / your colleagues to share with the participants in other meetings as appropriate.

(4) **Venue Arrangement** (Please “✓” as appropriate. Generally, we need to use the school hall and 3 classrooms to run the meeting. We will approach your school for detailed arrangement in due course.)

- We are willing to use school premises for conducting the meeting.
- Our school premises is not available for conducting the meeting.

(5) **Dates of workshops** (Please complete either Part A or B)

1. If your school would like to propose any self-arranged school grouping for the meeting, please complete **Part A**.
2. If your school is prepared to accept the date of meeting arranged by EDB, please complete **Part B**.

**Part A (Self-arranged school groupings)**

**Note: To facilitate effective sharing, we would recommend a maximum of 12 schools with 5 participants from each school in every meeting. If there are 8 to 12 schools in the group, a meeting will be arranged exclusively for it. If there are only 2 to 7 schools in the group, we will arrange to include other schools in the meeting.**

Option Date 1: \_\_\_\_\_ Option Date 2: \_\_\_\_\_ Option Date 3: \_\_\_\_\_  
(dd/mm/yy) (dd/mm/yy) (dd/mm/yy)

*\*The preferred dates should be those as shaded in Appendix 1 and should **NOT** fall on Saturdays, Sundays or public holidays.*

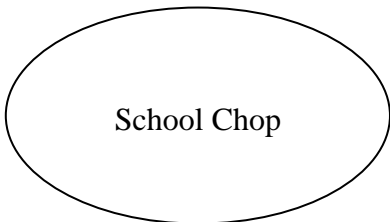
**Names of schools joining the group** (Each of the following schools is required to **separately complete and return** their own reply form.)

1. \_\_\_\_\_(base school)
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

**Part B (Groupings arranged by EDB)**

**Note: In order to facilitate the grouping arrangement, every school is advised to indicate a total of not less than 10 choices of dates in the space provided below.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



**Name of School:** \_\_\_\_\_

**Signature of School Head:** \_\_\_\_\_

**Name of School Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_