

EDUCATION AND MANPOWER BUREAU
CIRCULAR MEMORANDUM NO. 56/2007

From : Secretary for Education and Manpower To : Heads of all aided (including special schools), government, caput secondary schools and secondary schools under the Direct Subsidy Scheme (DSS)

Ref : EMB(CD/NSS)/ADM/75/1/3(1)

Date : 15 May 2007

Middle Managers Workshops for Migration to “334” (2007/08 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 and Manpower Bureau (EMB) will continue to organise the Middle Managers Workshops for Migration to “334” in the 2007/08 school year. Heads of secondary schools are invited to nominate middle managers who have not participated in the Middle Managers Workshops in the current school year to attend the 2007/08 workshops.

BACKGROUND

2. In the 2005/06 school year, EMB organised a series of School Leaders Workshops for Planning 334 for the school leaders of all secondary schools. The participants reflected that leading from the middle management is essential for the successful implementation of the New Senior Secondary (NSS) academic structure. As such, EMB pledged to organise a series of one-day Middle Managers Workshops for the 2006/07 and 2007/08 school years to help middle managers in schools to prepare for the implementation of the NSS academic structure in 2009.

DETAILS

3. Heads of secondary schools are invited to nominate middle managers who have not participated in the Middle Managers Workshops in the current school year to attend the 2007/08 workshops. The workshops will cover aspects such as collaboration in the context of curriculum and assessment change, professional capacity building, resource management and management of change. The target participants are curriculum leaders / Key Learning Area coordinators / panel chairpersons and holders of special functional posts in schools including teacher librarians. Participants are expected to be at the rank of SGM, PGM, SAM or PAM (or equivalent ranks in government schools). Teachers who are acting in or designated to these posts are also welcome to join the workshops. There will be 3 to 4 schools taking part in each workshop, with about 20 participants (for schools with 24 classes or below) or 25 participants (for schools with 25 classes or above) from each school.

4. Interested schools may enrol in the workshops in one of the following modes (i) by organising self-arranged grouping of 3 to 4 schools; or (ii) through groupings assigned by EMB. We encourage schools to adopt the mode of self-arranged groupings as participants coming from schools of the same school sponsoring bodies or with similar background and/or student intake will certainly facilitate professional exchanges.

5. The scheduled dates for the 2007/08 workshops are at **Appendix 1**. Schools are requested to indicate their preferred mode of grouping and workshop dates in the Reply Form at **Appendix 2** and complete the Nomination Form at **Appendix 3**. The completed Reply Form and Nomination Form should be returned to the New Senior Secondary Section by fax (2573 5299 / 2575 4318) **on or before Wednesday, 6 June 2007**. We will allocate a workshop date for each school according to their stated preferences as far as possible. Schools will be informed of the allocated workshop dates before Friday, 22 June 2007 by fax. **Priority will be given to the self-arranged groupings when making the arrangement.**

6. Each workshop will be held on the premises of one of the participating schools. We will approach schools concerned to make the arrangements for the workshops in due course.

7. Schools that are successful in their enrolment are strongly advised to reserve the date of the workshop as one of the Staff Development Days in their school calendar for the 2007/08 school year, and to arrange other school-based activities / professional development activities for the teaching staff who will not participate in the Middle Managers Workshops.

8. Special schools offering ordinary curriculum are welcome to apply for the Middle Managers Workshops. We will arrange a separate series of Middle Managers Workshops for special schools offering an adapted curriculum for students with intellectual disabilities in the 2007/08 school year. Details will be announced later.

ENQUIRIES

9. For enquiries, please contact the New Senior Secondary Section of the Curriculum Development Institute on 2892 5886 / 2892 6461.

Dr K K CHAN
for Secretary for Education and Manpower

Scheduled Dates for Middle Managers Workshops for Migration to “334”
(2007/08 School Year)

	M	T	W	T	F	S	S	Remarks		M	T	W	T	F	S	S	Remarks
Sep						1	2	The day following	Mar						1	2	Easter Holiday
	3	4	5	6	7	8	9	Chinese		3	4	5	6	7	8	9	(21-22/3; 24/3)
	10	11	12	13	14	15	16	Mid-Autumn Festival		10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	(26/9)		17	18	19	20	21	22	23	
	24	25	26	27	28	29	30			24	25	26	27	28	29	30	
										31							
Oct	1	2	3	4	5	6	7	National Day (1/10)	Apr		1	2	3	4	5	6	Ching Ming Festival
	8	9	10	11	12	13	14	Chung Yeung		7	8	9	10	11	12	13	(4/4)
	15	16	17	18	19	20	21	Festival (19/10)		14	15	16	17	18	19	20	
	22	23	24	25	26	27	28			21	22	23	24	25	26	27	
	29	30	31							28	29	30					
Nov				1	2	3	4		May				1	2	3	4	Labour Day (1/5)
	5	6	7	8	9	10	11			5	6	7	8	9	10	11	Buddha's Birthday
	12	13	14	15	16	17	18			12	13	14	15	16	17	18	(12/5)
	19	20	21	22	23	24	25			19	20	21	22	23	24	25	
	26	27	28	29	30					26	27	28	29	30	31		
Dec						1	2	Christmas Day	Jun							1	The Day after Tuen
	3	4	5	6	7	8	9	(25/12)		2	3	4	5	6	7	8	Ng Festival (9/6)
	10	11	12	13	14	15	16	The first weekday		9	10	11	12	13	14	15	
	17	18	19	20	21	22	23	after Christmas Day		16	17	18	19	20	21	22	
	24	25	26	27	28	29	30	(26/12)		23	24	25	26	27	28	29	
	31									30							
Jan		1	2	3	4	5	6	New Year's Day	Jul		1	2	3	4	5	6	The HK SAR
	7	8	9	10	11	12	13	(1/1)		7	8	9	10	11	12	13	Establishment Day
	14	15	16	17	18	19	20			14	15	16	17	18	19	20	(1/7)
	21	22	23	24	25	26	27			21	22	23	24	25	26	27	
	28	29	30	31						28	29	30	31				
Feb					1	2	3	Lunar New Year	Aug					1	2	3	
	4	5	6	7	8	9	10	Holidays (7/2-9/2)		4	5	6	7	8	9	10	
	11	12	13	14	15	16	17			11	12	13	14	15	16	17	
	18	19	20	21	22	23	24			18	19	20	21	22	23	24	
	25	26	27	28	29					25	26	27	28	29	30	31	

Note:

The dates shaded are the scheduled dates for Middle Managers Workshops.

The dates crossed out indicate public holidays.

New Senior Secondary Section
Curriculum Development Institute
Education and Manpower Bureau
(Attn: Ms Karen WONG)
(Fax No. 2573 5299 / 2575 4318)

Middle Managers Workshops for Migration to “334” (2007/08 School Year)
Reply Form

(To be returned on or before Wednesday, 6 June 2007)

School Name: _____

School Code: _____

School Type (please “✓” as appropriate):

Aided Government DSS Caput

School District: _____

Contact Persons: 1. _____ (Tel) _____

2. _____ (Tel) _____

Total number of Participants: _____ (Please complete the Nomination Form in Appendix 3)

Venue Arrangement (Please “✓” as appropriate. Generally, we need to use the school hall and 4 classrooms to run the workshop.)

Our school premises is available for conducting the workshop.

Our school premises is not available for conducting the workshop.

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 workshop, please complete **Part A**.
2. If your school is prepared to accept the date of workshop arranged by EMB, please complete **Part B**.

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

Part A (Self-arranged school groupings for the workshops)

Note: In order to accommodate the training needs of schools, we encourage schools to propose their own school grouping for the workshops. In normal circumstances, each grouping will comprise 3 to 4 participating schools, with a **maximum** of 20 (for schools with 24 classes or below) or 25 participants (for schools with 25 classes or above) from each school. **Priority of dates will be given to self-arranged groupings.**

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 nor public holidays.

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

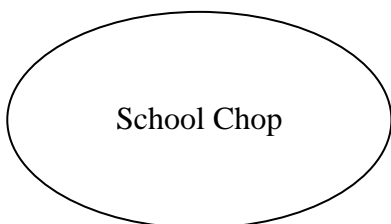
1. _____ (Base School)
2. _____
3. _____
4. _____

The workshop will be held at the Base School. We will approach the Base School for further arrangements of the workshop. Please provide details of the contact person below.

Name: _____

Capacity: _____

Tel No: _____



School Chop

Signature of School Head: _____

Name of School Head: _____

Date: _____

New Senior Secondary Section
 Curriculum Development Institute
 Education and Manpower Bureau
 (Attn: Ms Karen WONG)
 (Fax No. 2573 5299 / 2575 4318)

**Middle Managers Workshops for Migration to “334” (2007/08 School Year)
 Nomination Form**

(To be returned on or before Wednesday, 6 June 2007)

School Name: _____

School Code: _____

Target Participants: Curriculum leaders / Key Learning Area coordinators / Panel chairpersons and holders of special functional posts in schools who hold the rank of SGM, PGM, SAM or PAM (or equivalent ranks in government schools). Teachers who are acting in or designated to relevant posts are also welcome to participate in the workshops.

Note: (i) **Schools are advised to nominate about 20 (for schools with 24 classes or below) or 25 (for schools with 25 classes or above) participants to take part in the workshop. Please nominate at least one representative for each KLA/Subject/Functional Area listed below.**

(ii) **Schools are advised to notify us at least two weeks before the workshop of any changes to their nomination.**

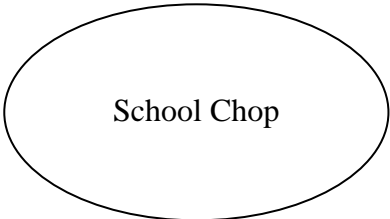
Middle Managers nominated to participate in the workshop:

KLA/Subject/ Functional Area	Name <i>(Please use BLOCK letters)</i>	Functional Post	Rank <i>(Please indicate “Acting” or “Designated” wherever applicable)</i>
Chinese Language Education			
English Language Education			
Mathematics Education			
Liberal Studies, Librarian			

Appendix 3 – Nomination Form

KLA/Subject/ Functional Area	Name <i>(Please use BLOCK letters)</i>	Functional Post	Rank <i>(Please indicate “Acting” or “Designated” wherever applicable)</i>
Personal, Social & Humanities Education			
Science Education			
Technology Education			
Arts Education			
Physical Education			
*Special Functional Areas			

* e.g. Discipline and Guidance, Careers and Counselling, Staff Development, MCE, ECA, OLE, Prefect of Studies, etc.



Signature of School Head: _____

Name of School Head: _____

Date: _____