

EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 174 /2017

From : Secretary for Education

To : Heads of Primary and Secondary
Schools

Ref. : EDB(CD)/ADM/50/1/2(22)

Tel. : 2892 6680

Date : 15 September 2017

**Distribution of Learning and Teaching Materials by Curriculum Development Institute
(September 2017)**

(Note: This circular memorandum should be read by heads of all primary and secondary schools)

Summary

The purpose of this circular memorandum is to inform heads of primary and secondary schools about the distribution of learning and teaching materials by Curriculum Development Institute, Education Bureau, and the related arrangements. Materials to be distributed in this issue are: Parent pamphlet on “How to Help Your Children Reduce the Weight of School Bags” (Chinese Version / English Version), Learning and Teaching Resource CD ROMs for Primary General Studies 1. ‘Green Living’ 2. ‘Water and Air’, New Arrangements for the Life-wide Learning Activity Databank and “The Geography of Disease – Facing a Spreading Risk” e-Learning Resources.

Details

2. Learning and teaching materials to be distributed in September 2017 -

a) For primary schools:

	<i>Key Learning Area/ Subject</i>	<i>Title</i>	<i>For the attention /action of</i>	<i>Remarks</i>	<i>Annex</i>
(i)	Primary Education	Parent pamphlet on “How to Help Your Children Reduce the Weight of School Bags” (Chinese Version / English Version)	School Heads	Schools should collect the pamphlet on actual need basis for distribution to parents of Primary One students. Not applicable to ESF schools and International schools	1

	<i>Key Learning Area/ Subject</i>	<i>Title</i>	<i>For the attention /action of</i>	<i>Remarks</i>	<i>Annex</i>
(ii)	General Studies for Primary Schools	Learning and Teaching Resource CD ROMs for Primary General Studies 1. 'Green Living' 2. 'Water and Air'	School heads, deputy heads, Primary School Master/Mistress (Curriculum Development) and General Studies panel chairpersons	Not applicable to ESF schools and International schools	2
(iii)	Life-wide Learning	New Arrangements for the Life-wide Learning Activity Databank	School Heads, coordinators of Life-wide Learning / Extra-curricular Activities, and all subject teachers		3

b) For secondary schools:

	<i>Key Learning Area/ Subject</i>	<i>Title</i>	<i>For the attention /action of</i>	<i>Remarks</i>	<i>Annex</i>
(i)	Life-wide Learning	New Arrangements for the Life-wide Learning Activity Databank	School Heads, coordinators of Life-wide Learning / Other Learning Experiences / Extra-curricular Activities, and all subject teachers		3
(ii)	Personal, Social and Humanities Education / Geography	"The Geography of Disease – Facing a Spreading Risk" e-Learning Resources	Geography panel chairpersons and teachers	Not applicable to ESF schools and International schools	4

3. Please refer to the respective Annexes for the detailed information. We shall forward the items at Annexes 2 and 4 by post to schools within two weeks from the issue of this circular memorandum. For the item at Annex 1 which requires collection by schools, please complete the respective collection slip attached and arrange staff members to collect the item. Details for the collection are listed on the respective Collection Slip.

Enquiry

4. Enquiries may be directed to the respective **contact person** as listed in the respective Annexes.

Sheridan LEE
for Secretary for Education

c.c. Heads of Sections – for information

**Parent Pamphlet on “How to Help Your Children
Reduce the Weight of School Bags”
(Chinese Version / English Version)**

Purpose

This annex serves to inform heads of primary schools about the distribution of the captioned parent pamphlet.

Details

2. At the beginning of a new school year, it is time to remind the students on how to reduce the weight of school bags. Carrying overweight school bags may cause additional stress and fatigue to students. The Department of Health of Hong Kong recommends that students should avoid carrying school bags which exceed 10% of their body weight for a long period of time. To reduce effectively the weight of school bags for students, schools should adopt appropriate measures and strengthen home-school cooperation, in helping students develop a good habit of packing school bags especially at junior primary levels.

3. The above parent pamphlet is now available for collection and distribution to the parents of Primary One students. Schools are requested to complete the **collection slip** attached and arrange for the collection at the respective Regional Education Offices **from 18 September to 18 October 2017.**

4. The parent pamphlet and reference materials on reducing the weight of school bags have been uploaded onto the EDB website: <http://www.edb.gov.hk/pere>.

Contact Person

5. For enquiries, please contact Mr Angus WONG of the Kindergarten and Primary Section, Curriculum Development Institute, Education Bureau on 2892 5822.

Learning and Teaching Resource CD ROMs for Primary General Studies

Purpose

This annex is to inform heads of primary schools about the distribution of the captioned resource CD ROMs.

Details

2. In supporting the learning and teaching of Primary General Studies, two resource CD ROMs on 'Green Living' and 'Water and Air' respectively are developed by the Education Bureau. Teaching plans, suggestions for learning activities, worksheets and reference materials are included for use and reference by teachers of Primary General Studies. Teachers could flexibly select suitable materials from the CD ROMs to cater for different learning needs, abilities and interests of their students.

3. The two CD ROMs will be sent by post to schools within two weeks from the date of issuance of this circular memorandum.

Contact Person

4. For enquiries, please contact Ms LEUNG Siu-fan (2892 5849) of the Kindergarten & Primary Section, Curriculum Development Institute, Education Bureau.

New Arrangements for the Life-wide Learning Activity Databank

Purpose

This is to inform school heads, coordinators of Life-wide Learning (LWL) / Other Learning Experiences (OLE) / Extra-curricular Activities, and all subject teachers of primary and secondary schools of the new arrangements for the Life-wide Learning Activity Databank.

Details

2. The LWL Activity Databank and the OLE Activity Databank have been set up for some years to provide platforms for organisations (e.g. non-profit making organisations, government departments / bureaux, social organisations and tertiary institutions) intending to offer learning opportunities for students to promote these activities with a view to encouraging schools to harness community resources to organise quality LWL and OLE programmes / activities to enrich students' learning experiences and foster whole-person development.

3. The above two Databanks have been merged as the new LWL Activity Databank, and migrated to the EDB One-Stop Portal for Learning and Teaching Resources (OSP) with effect from mid-August 2017. The new Databank allows for more accurate keyword search and provides PDF version of activity information for downloading. Please refer to the attached flyer in Appendix 3a for more information. The new Databank can be accessed through the following paths:

Hyperlink	http://minisite.proj.hkedcity.net/edbosp-lwll/eng/learning_and_teaching_resources/index.html
Path on the EDB website	www.edb.gov.hk > Curriculum Development > Curriculum Emphasis > Life-wide Learning > LWL Activity Databank
Shortcut	http://www.edb.gov.hk/cd/lwl/databank

4. Furthermore, activity updates on the latest activities posted in the Databank will be issued and open for teachers' subscription. For subscription, please complete and return to us the "Subscription Form" in Appendix 3b. The form can also be downloaded from the LWL Activity Databank webpage.

Contact Person

5. For enquiries, please contact Mr Paul LEE of the Life-wide Learning Section, Curriculum Development Institute, Education Bureau on 2892 5824.

New Arrangements for the Life-wide Learning Activity Databank



Life-wide Learning Activity Databank

- Merging the previous Life-wide Learning Activity Databank and Other Learning Experiences Activity Databank
- Migrated to the EDB One-stop Portal for Learning and Teaching Resources
- Providing reference to teachers for arranging Life-wide Learning activities



Multiple entry points



More accurate keyword search



Subscription for Activity Updates



Activity information available for download

Browse Resources

- Life-wide Learning/Other Learning Experiences
- Key Stage 1 to 4: Life-wide Learning Activity Databank
- Key Stage 4: Other Learning Experiences Activity Databank
- Key Stage 4: Student Learning Profiles
- Key Stage 1 to 4: Hong Kong Jockey Club Life-wide Learning Fund
- Key Stage 1 to 4: Life-wide Learning Activity Databank (including Other Learning Experiences)



Life-wide Learning Activity Databank

www.edb.gov.hk/cd/lwl/databank

Life-wide Learning Activity Databank
全方位學習活動資料庫
Subscription Form for Activity Updates
最新活動資訊訂閱表格

Please return the completed form* to the EDB via email (cdolw112@edb.gov.hk) or fax (2892 6428).

請將填妥的表格，透過電郵（cdolw112@edb.gov.hk）或傳真（2892 6428）交回本局。

Name in English	
姓名（中文）	
School 學校	
Post 職位	
Phone 電話	
Fax 傳真	
Email 電郵**	
<p>I agree to provide the above email address to the Education Bureau (EDB) to receive activity updates on the Life-wide Learning Activity Databank. I understand that I can unsubscribe to this service by making such request to the EDB if necessary.</p> <p>本人同意向教育局提供上述電郵地址，以便日後收到全方位學習活動資料庫的最新活動資訊。我明白如有需要，可向教育局要求取消訂閱有關服務。</p>	
Signature 簽署	
Date 日期	

* This form can be completed in either English or Chinese.
 可以中文或英文填寫表格。

** A valid email address is required for receiving activity updates in the future. The email address will only be used for this purpose.
 須清楚填寫電郵地址以便日後收到有關最新活動的資訊。有關電郵地址只會用於上述用途。

“The Geography of Disease – Facing a Spreading Risk”
e-Learning Resources

Purpose

This is to inform heads of secondary schools about the distribution of the captioned learning and teaching materials.

Details

2. To support the implementation of the junior secondary Geography curriculum and e-Learning in Geography lessons, the Education Bureau has developed the captioned materials containing interactive map platforms, online simulation activities, lesson plans and worksheets to facilitate teachers in the learning and teaching of the module “The Geography of Disease – Facing a Spreading Risk”.

3. Each secondary school will receive by post two DVDs containing the captioned materials within two weeks from the issue of this circular memorandum.

Contact Person

4. For enquires, please contact Ms WU Shuk-ting Connie of the Personal, Social and Humanities Section, Curriculum Development Institute, Education Bureau on 2892 6654.

教育局
課程發展處
Curriculum Development Institute
Education Bureau

領取表格
Collection Slip

(只適用於小學)

(Applicable to primary schools only)

地點:	<p>港島區域教育服務處 香港太古灣道14號太古城中心第3期3樓 電話：2863 4646</p> <p>九龍區域教育服務處 九龍塘沙福道19號教育局 九龍塘教育服務中心東座平台 電話：3698 4108</p> <p>新界西區域教育服務處 新界荃灣青山道荃灣段457號華懋荃灣廣場19樓 電話：2437 7272</p> <p>新界東區域教育服務處 新界上水龍琛路39號上水廣場22樓 電話：2639 4876</p>	Venue:	<p>Hong Kong Regional Education Office 3/F, Cityplaza 3, 14 Taikoo Wan Road, Hong Kong Tel: 2863 4646</p> <p>Kowloon Regional Education Office Podium, East Block, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon Tel: 3698 4108</p> <p>New Territories West Regional Education Office 19/F, Chinachem Tsuen Wan Plaza, 457 Castle Peak Road, Tsuen Wan, New Territories Tel: 2437 7272</p> <p>New Territories East Regional Education Office 22/F, Landmark North, 39 Lung Sum Avenue, Sheung Shui, New Territories Tel: 2639 4876</p>
日期:	2017年9月18日至2017年10月18日	Date:	18 September 2017 to 18 October 2017
時間:	<p>星期一至五 上午九時三十分至十二時三十分 及下午二時三十分至五時三十分 (星期六、日及公眾假期休息)</p>	Time:	<p>Monday – Friday 9:30 a.m. – 12:30 p.m. & 2:30 p.m. – 5:30 p.m. (Closed on Saturdays, Sundays and Public Holidays)</p>

請向持表格人提供下列物品：

Please issue the bearer the following materials:

<p>「如何協助子女減輕書包重量」家長單張(中文版)</p> <p>(每份單張大小約為 14公分 x 20公分 x 0.05公分，100份重約1公斤。)</p>	<p>學校請按實際需要填上領取的數量：</p> <p>級別 班數 每班人數 小一學生總人數</p> <p>小一 : _____ x _____ = _____</p> <p>需領取中文版單張的數量：_____ 份</p>
<p>Parent Pamphlet on “How to Help Your Children Reduce the Weight of School Bags” (English Version)</p> <p>(The size of each pamphlet is about 14 cm x 20 cm x 0.05 cm and the weight of 100 copies is about 1 kg.)</p>	<p>Please fill in the required quantity based on actual need:</p> <p>Level No. of No. of students Total no. of</p> <p> Classes per class students in P1</p> <p>P1: _____ x _____ = _____</p> <p>Total no. of required copies of <u>English version</u>: _____ copies</p>

學校名稱：

Name of school:

學校電話：

Telephone:

校長姓名：

Name of School Head:

校長簽署：

Signature of School Head:

日期：

Date:

