

General Information and Points to Note for School-Based Support Services (2024/25) (“On-site Support” Mode)

The general information and points to note for the school-based support services provided under the “on-site support” mode are as follows:

1. Objectives

The school-based support services under the “on-site support” mode aim to:

- enhance the effectiveness of school curriculum leadership; promote collaboration and reflection among teachers
- drive schools to align with curriculum initiatives, implement and enhance various strategic approaches

2. Support Activities

- Support officers collaborate with the core teaching team through regular meetings to develop the school curriculum and conduct collaborative lesson planning, lesson observation and post-lesson discussion
- The core teaching team participates in cross-school professional development activities, sharing and promoting effective practices and resources to facilitate professional exchanges among schools

3. Points to Note

- The support service normally lasts for one year
- To effectively utilise the support services, participating schools should:
 - appoint curriculum leaders to lead the core teaching team’s participation in this professional support service; to be responsible for liaising with the relevant support officer and making specific arrangements for the support service
 - organise regular meetings to ensure teachers are fully engaged in activities including discussions on curriculum development, collaborative lesson planning, lesson observation and post-lesson discussion as well as reviewing student learning outcomes, thereby strengthening collaboration and communication among teachers. Support officers will participate in various sessions and provide feedback to facilitate the professional development of teachers
 - allow support officers to collect materials including video clips and photographs of learning activities, teachers’ reflection and student work during the support period for professional discussion
 - encourage the core teaching team to disseminate successful experiences in school curriculum development and the learning and teaching resources co-developed within and across schools (The copyright of these materials will be jointly owned by the Education Bureau and the relevant schools / owned by Quality Education Fund*. The Education Bureau / Quality Education Fund* also reserves the right to compile and modify these materials for educational promotion purposes)
- Participating schools should comply with relevant laws, such as compliance with the Copyright Ordinance in developing school-based learning and teaching materials

*Applicable to school-based support services under the “Quality Education Fund Thematic Network”