



中華人民共和國香港特別行政區政府總部教育局
Education Bureau
Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

本局檔號 Our Ref. : EDB(RP)3410/15/07

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來函檔號 Your Ref. :

傳真 Fax Line : 3582 4002

12 September 2014

To: Principals of government, aided and caput secondary schools

Dear Principals,

**School-based Medium of Instruction Plan for Junior Secondary Levels
(Arrangements for Secondary 1 Students Admitted in the 2015/16 School Year)**

Pursuant to Education Bureau (EDB) Circular No. 6/2009 issued on 5 June 2009, schools are required to devise their Medium of Instruction (MOI) Plans in accordance with the fine-tuned MOI framework and report annually to the EDB their school-based MOI arrangements including any subsequent revisions. Please complete the "School-based Medium of Instruction Plan for Junior Secondary Levels (Arrangements for Secondary 1 Students Admitted in the 2015/16 School Year)" at Annex I and Annex II (if applicable), and return it to your school's Senior School Development Officer on or before **6 October 2014** for vetting purposes.

Information about schools' MOI arrangements will continue to be included in the Secondary School Profiles 2014/15 to be issued in December 2014. The MOI of individual subjects will be listed under the sections "Subjects Offered (2014/15 School Year)" and "Proposed Subjects (2015/16 School Year)" as appropriate with elaborations in the section "Whole-school Language Policy" under "Learning and Teaching Plan" of "School Characteristics" in the Profiles. The MOI information is to facilitate parents to make school choices for Secondary 1 admission in the 2015/16 school year. Schools are also advised to enhance the transparency of their MOI arrangements through disseminating the relevant information on their school websites. For details, please refer to EDB Circular No. 6/2009 and EDB Circular Memorandum No. 105/2010, the salient points of which have been extracted at Annex III of this letter for ease of reference.

For enquiries, please contact the Review and Planning Section of the EDB at 2892 6639, 2892 6463, 2892 6605 or 2892 6608.

Yours sincerely,

(C S WOO)
for Secretary for Education

To: Secretary for Education
(Attn: the respective Senior School Development Officer)

**School-based Medium of Instruction Plan for Junior Secondary Levels
(Arrangements for Secondary 1 Students Admitted in the 2015/16 School Year)**

The school-based medium of instruction (MOI) plan of our school has been devised in accordance with EDB Circular No. 6/2009 “Fine-tuning the Medium of Instruction for Secondary Schools”. Our plan applies to Secondary 1 (S1) students to be admitted in the 2015/16 school year, and the same cohort of students proceeding to Secondary 2 (S2) and Secondary 3 (S3) in the 2016/17 and 2017/18 school years respectively. We have consulted our stakeholders about this MOI plan. The plan has been endorsed by the School Management Committee (SMC) / Incorporated Management Committee (IMC)* of our school. It is summarised as follows:

Please put a “√” in the appropriate box.

- (A) Our school would adopt the same MOI arrangements^{Note} for S1 students to be admitted in the 2015/16 school year as those for the 2014/15 cohort of S1 students.
- (B) Our school would adopt MOI arrangements for S1 students to be admitted in the 2015/16 school year different from those for the 2014/15 cohort of S1 students, details of which are provided in the MOI plan attached. [Please provide details in Annex II.]

Under the School Development and Accountability Framework, our SMC / IMC*, as and when necessary, will explain to the EDB the school-based MOI arrangements and review and revise the arrangements where appropriate.

Our school undertakes to ensure that teachers teaching non-language subjects and conducting Extended Learning Activities in English (if applicable) have fulfilled the requirement of “teacher capability”, and will verify the information provided / updated by teachers on the e-Services Portal. Moreover, our school has provided details of “support measures” in the School Development Plan.

Name of School : _____
Signature of School Supervisor / Principal* : _____
Name of School Supervisor / Principal* : _____
School Telephone No. : _____
School Fax No. : _____
Teacher-in-charge and Post : _____
Contact Telephone No. (if different from the above) : _____
Date : _____

* Please delete where inappropriate.

Note

- For the avoidance of doubt, the MOI arrangements to be adopted for the 2015/16 S1 cohort of students are **not considered the same** as those adopted for the 2014/15 cohort when a school has decided to change its MOI even for one non-language subject (such as Physical Education, Liberal Studies), or for some students, or for some grade levels or all.
- Please choose (B) and provide details in Annex II if the MOI arrangements for the 2015/16 S1 cohort of students are different from those for the 2014/15 S1 cohort of students.

Name of School: _____

Please complete the applicable part(s) only.

Part (I): Except for _____ [Please specify the subject(s) and level(s).], our school will adopt English as the MOI (EMI) for all non-language subjects for all S1 students admitted in the 2015/16 school year.

Part (II): The non-language subjects to be taught in EMI for S1 students admitted in the 2015/16 school year and for the same cohort of students proceeding to S2 and S3 in the 2016/17 and 2017/18 school years respectively as well as the relevant number of students are as follows:

Key Learning Area (a)	Subject taught in EMI (excluding subjects with ELA in English) (b)	Admitted to S1 in 2015/16 No. of students learning in EMI (c)	Proceeding to S2 in 2016/17 No. of students learning in EMI (d) ^{Note 1}	Proceeding to S3 in 2017/18 No. of students learning in EMI (e) ^{Note 1}
Mathematics Education	Mathematics			
Science Education	Science			
	Physics ^{Note 2}	--	--	
	Chemistry ^{Note 2}	--	--	
	Biology ^{Note 2}	--	--	
Personal, Social and Humanities Education	Integrated Humanities			
	Geography			
	History			
	Economics and Public Affairs			
Technology Education	Computer Literacy			
	Home Economics			
	Design and Technology			
Arts Education	Music			
	Visual Arts			
Moral and Civic Education	Religious Education			
	Civic Education / Social Education / Life Education			
Physical Education	Physical Education			
Others	#			
	#			
	#			
	#			

Please list other subjects.

Note 1: Please put a “√” in boxes (d) and (e) above to indicate that the MOI arrangements for S1 also apply when the same cohort of S1 students proceeds to S2 and S3 in the 2016/17 and 2017/18 school years respectively. If not so, please fill in the number of students for the concerned subjects in boxes (d) and (e) again.

Note 2: For splitting Science into three independent subjects as Physics, Chemistry and Biology at S3, the limit for transforming the ELA lesson time into teaching not more than two non-language subjects in English should be taken into account.

Name of School: _____

Part (III): Our school has / has not* transformed the ELA lesson time into teaching one to two non-language subjects in EMI.

- (i) Our school has transformed ELA lesson time into teaching the following non-language subject(s) in EMI:

Please specify if different subjects are involved at S2 and/or S3 in the 2016/17 and 2017/18 school years respectively.

- (ii) Our school undertakes to ensure that the relevant lesson time has not exceeded 25% of the total lesson time (excluding the lesson time for English Language).

Part (IV): Our school will / will not* conduct ELA in English in the respective ELA modes as set out below:

Our school would conduct ELA in English in the following modes:

- Cross-curricular English enrichment programmes through the collaboration of non-language and English Language subject teachers.

Non-language subjects involved : _____

- Allocating some lesson time of individual subjects to go through in English the concepts and contents that have been taught in the mother tongue.

Non-language subjects involved : _____

- Teaching individual modules or themes in English in the relevant subjects.

Non-language subjects involved : _____

- Using EMI with regard to the nature of the learning materials (e.g. the learning materials downloaded from the Internet are mainly in English).

Non-language subjects involved : _____

- Strengthening the bridging programmes of the relevant subjects to facilitate a smooth transition for students who choose to switch to EMI learning at senior secondary levels.

Non-language subjects involved : _____

- Other modes (Please briefly describe) _____

Non-language subjects involved : _____

Our school undertakes to ensure that in conducting ELA in English for the non-language subjects as mentioned above, the relevant lesson time has not exceeded 25% of the total lesson time (excluding the lesson time for English Language).

Should there be subsequent revisions to the MOI arrangements for the S1 students admitted in the 2015/16 school year, our school will inform the EDB of the rationale and revised arrangements in writing. On receipt of the EDB's reply, our school will revise relevant information in the "Secondary School Profiles" and other documents accordingly for parents' reference.

* Please delete where inappropriate.

Main points of MOI Fine-tuning for Secondary Schools

The fine-tuned MOI arrangements for secondary schools have been implemented starting from the 2010/11 school year at Secondary 1 level and progressing each year to a higher form at junior secondary levels.

Framework of MOI Fine-tuning

2. The prescribed criteria underpinning the MOI fine-tuning are “student ability”, “teacher capability” and schools having adequate support strategies / measures. The fine-tuned MOI framework is as follows:

- (a) Schools may choose to adopt Chinese as the MOI for teaching non-language subjects. To enhance the English learning environment of students, the percentage of the total lesson time (excluding the lesson time for the English Language) allowed for extended learning activities (ELA) has been increased to a uniform proportion of 25% for each of the junior secondary levels.
- (b) Schools may choose to transform the ELA time into the adoption of English as the MOI in individual non-language subjects up to a maximum of two subjects. Schools are required to make sure that the directions of their whole-school language policy (including the school-based MOI arrangements) and school curriculum should be consistent so as not to compromise students’ learning effectiveness. Please refer to paragraph 9 of EDB Circular No. 6/2009 for details of the guiding principles.
- (c) Schools fulfilling the “student ability” criterion, i.e. the average proportion of Secondary 1 intake of a school admitted to a class belonging to the “top 40%” group in 2008 and 2009 reaches 85% of the size of a class (with regard to the allocation class size in 2010, 85% means 29 students), are given professional discretion in the first six-year planning cycle to determine the MOI arrangements in the classes / groups concerned, with regard to other prescribed criteria (including teachers’ capability and readiness in EMI teaching and school support measures).

In accordance with the six-year review cycle, we will provide schools with relevant information of their Secondary 1 student profile, based on the Secondary 1 allocation results of 2014 and 2015, for devising school-based MOI arrangements for the second six-year cycle, starting from the 2016/17 school year, as part of the Secondary 1 school places application process. Should schools wish to make any changes to their MOI arrangements, they have to announce the changes one year prior to implementation, starting from Secondary 1 and progressing each year to a higher level, to safeguard students’ learning effectiveness.

Monitoring

3. In line with the School Development and Accountability Framework, schools are held accountable for their MOI arrangements in respect of the students’ learning outcomes. They should incorporate their whole-school language policy (including the MOI arrangements) in the School Development Plan, conduct review annually and reflect the findings in the School Report. They should also report their “School-based Medium of Instruction Plan for Junior Secondary Levels”, including subsequent revisions, annually to the EDB. Moreover, the EDB has been conducting focus inspections to provide professional advice and feedback to schools in respect of the implementation of their school-based MOI arrangements so as to maximise the learning and teaching effectiveness for students.

4. The EDB encourages schools to have direct communication with parents to explain the details of the MOI arrangements, instead of providing simplified descriptors or generalising the diverse teaching modes by giving the numbers of classes / groups. In gist, when disseminating information about the MOI modes of teaching on the school website, schools should cover the four main aspects as follows:

- (i) the subject offered to each Secondary 1 class / group and the MOI arrangements for each subject, with a view to facilitating parents to understand the different arrangements of individual classes / groups and the rationales behind such arrangements;
- (ii) the arrangements for assigning Secondary 1 students to individual classes / groups (including the mechanisms for allocating students to classes / groups), and the arrangements for students when they move up to Secondary 2 and Secondary 3 in the junior secondary stage;
- (iii) in relation to the above, the support by schools to help students bridge over from Primary 6 to Secondary 1 and from junior secondary to senior secondary levels (including how the MOI arrangements adopted at junior secondary levels tie in with the curriculum of non-language subjects at primary and senior secondary levels); and
- (iv) the interface between the MOI arrangements and the whole-school language policy, and the indicators to evaluate the MOI arrangements for enhancing the effectiveness of students' language learning.

5. It has been the stance of the EDB to take immediate action to follow up on schools' promotion practices or dissemination of information which may mislead members of the public. Should any case be substantiated, the school concerned will be required to make immediate rectification. For serious cases, we will issue warnings to schools and make known to the public our follow-up actions as required.

6. The EDB organises parent briefing sessions in December each year with a view to educating parents that the extent of Chinese or English teaching adopted by individual schools should not be their sole consideration. Instead, they should gather comprehensive information about individual schools and then make balanced decisions on school choices for their child.

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