



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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15 October 2012

Principals of government, aided and caput secondary schools

Dear Principal,

**School-based Medium of Instruction Plan for Junior Secondary Levels
(Arrangements for Secondary 1 Students in the 2013/14 School Year)**

In accordance with Education Bureau (EDB) Circular No. 6/2009, schools are required to adhere to the fine-tuned medium of instruction (MOI) framework when devising their MOI plan 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 in the 2013/14 School Year)” at Annex I and return it to your respective Senior School Development Officer **on or before 22 October 2012** for vetting purposes.

Relevant information about schools’ MOI arrangements (i.e. subjects to be offered with the MOI adopted with elaboration of the arrangements in the “Whole-school Language Policy” under “Learning and Teaching Plan” of “School Characteristics”) will continue to be included in the Secondary School Profiles 2012/13 to be issued in December 2012 to facilitate parents to make school choices for Secondary 1 admission in the 2013/14 school year. Schools are advised to enhance the transparency of the MOI information through dissemination in school website. For details, please refer to EDB Circular No. 6/2009 and EDB Circular Memorandum No. 105/2010, the main points of which have been extracted at Annex II for reference.

For enquiries, please contact the Review and Planning Section of the EDB at 2892 6625, 3509 8562, 2892 6605 and 2892 6608.

Yours sincerely,

(P W WAI)
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 in the 2013/14 School Year)**

The school-based medium of instruction (MOI) plan of our school has been devised according to EDB Circular No. 6/2009 “Fine-tuning the Medium of Instruction for Secondary Schools”. Our plan applies to Secondary (S) 1 students to be admitted in the 2013/14 school year, and the same cohort of students proceeding to S2 and S3 in the 2014/15 and 2015/16 school years respectively. Our plan, on which relevant stakeholders have been consulted, 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.

- ☐ Our school would adopt the same MOI arrangements for S1 students to be admitted in the 2013/14 school year as those for the 2012/13 S1 cohorts of students.
- ☐ Our school would adopt different MOI arrangements for S1 students to be admitted in the 2013/14 school year[#], details of which are provided in the MOI plan attached.

Under the School Development and Accountability Framework, our SMC / IMC 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” (if applicable) in English 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.

Signature of School Supervisor / Principal* : _____

Name of School Supervisor / Principal* : _____

Name of School : _____

School Telephone No. : _____

Teacher-in-charge and Post : _____

Contact Telephone No. (if different from the above) : _____

Date : _____

When devising their MOI plan for junior secondary levels, schools may make use of the template provided in EDB Circular No. 6/2009 and EDB Circular Memorandum No. 105/2010 or adopt their own school-based format for the purpose.

* 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 in 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 children.