



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

電話 Telephone : 2892 6558

來函檔號 Your Ref. :

傳真 Fax Line : 3582 4002

23 September 2011

(School name and address)

Dear Principal,

**School-based Medium of Instruction Plan for Junior Secondary Levels
(Arrangements for Secondary 1 Students in the 2012/13 School Year)**

In accordance with Education Bureau (EDB) Circular No. 6/2009, schools are required to report annually to the EDB their school-based medium of instruction (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 2012/13 School Year)” at Annex I and return it to your respective Senior School Development Officer **on or before 10 October 2011** for vetting purposes. A copy of your school-based MOI plan for the 2010/11 and 2011/12 Secondary 1 cohorts of students is attached at Annex II for your easy reference.

I wish to take the opportunity to remind you that schools are required to adhere to the MOI fine-tuned framework when devising their MOI plan. Schools should continue with the existing practice of providing information about subjects offered with the MOI adopted under the prescribed format and explaining the arrangements in the “Whole-school Language Policy” under “Learning and Teaching Plan of School Characteristics” of the Secondary School Profiles. This will facilitate parents to make school choices for Secondary 1 admission in the 2012/13 school year. Besides, 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 III for reference. Please note that the above circular and circular memorandum are still in force.

The gist of the in-service teacher training courses and other professional development activities for the 2011/12 school year is at Annex IV for your reference with a view to facilitating staff deployment. Please visit the Training Calendar System of the EDB for details of individual programmes and make application as and when appropriate.

For enquiries, please contact the Review and Planning Section of the EDB at 2892 6625, 2892 6626, 2892 6605 and 2892 6608.

Yours sincerely,

(Ms L B IP)
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 2012/13 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 2012/13 school year, and the same cohort of students proceeding to S2 and S3 in the 2013/14 and 2014/15 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 2012/13 school year as those for the 2010/11 and 2011/12 S1 cohorts of students.
- Our school would adopt different MOI arrangements for S1 students to be admitted in the 2012/13 school year from those for the 2010/11 and 2011/12 S1 cohorts of students.#

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) : _____

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.

Annex II

(A copy of the school-based MOI plan for the 2010/11 and 2011/12
Secondary 1 cohorts of students)

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 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 will step up focus inspections and share with schools the observations and findings about learning and teaching from the focused inspections in a briefing session to be conducted in November 2011.

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 will organise 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.

**Fine-tuning the Medium of Instruction for Secondary Schools
Professional Development Programmes in the 2011/12 School Year**

The gist of the professional development programmes for the 2011/12 school year is as follows:
(Please refer to the *Training Calendar System* of the Education Bureau for details)

Course ID	Course name	Commissioned course provider and venue	Class schedules
ECP 020110041	Course on Teaching Key Learning Area of <i>Personal, Social & Humanities Education</i> in the English Medium for Secondary School Teachers	The University of Hong Kong The main campus on Pokfulam Road, Hong Kong	<u>Class 1</u> – 12 to 15 December 2011 <u>Class 2</u> – 7 to 10 May 2012 <u>Class 3</u> – 26 to 29 June 2012
ECP 020110042	Course on Teaching Key Learning Area of <i>Science Education</i> in the English Medium for Secondary School Teachers	The University of Hong Kong The main campus on Pokfulam Road, Hong Kong	<u>Class 1</u> – 9 to 12 January 2012 <u>Class 2</u> – 10 to 13 April 2012 <u>Class 3</u> – 19 to 22 June 2012
ECP 020110043	Course on Teaching Key Learning Area of <i>Mathematics Education</i> in the English Medium for Secondary School Teachers	The University of Hong Kong The main campus on Pokfulam Road, Hong Kong	<u>Class 1</u> – 10 to 13 January 2012 <u>Class 2</u> – 8 to 11 May 2012 <u>Class 3</u> – 26 to 29 June 2012
ECP 020110044	Course on Teaching Key Learning Areas of <i>Technology Education, Arts Education and Physical Education</i> in the English Medium for Secondary School Teachers	The Hong Kong Polytechnic University The main campus in Hung Hom, Kowloon	<u>Class 1</u> – 5 to 8 December 2011 <u>Class 2</u> – 3 to 6 July 2012
ECP 020110045	Course on Training of Resource Persons for Implementing English-Across-the-Curriculum in Secondary Schools	The University of Hong Kong The main campus on Pokfulam Road, Hong Kong	25 to 29 June 2012
PDT 020120083	Course on Using English as the Medium of Instruction in Secondary Schools	Hong Kong Institute of Education The main campus in Tai Po	16 April to 9 June 2012 (Tentative)

Remarks:

- Each of the first four courses consists of 24 hours of lecture on four consecutive weekdays, and 5 hours of post-course support service. Teachers applying for these courses must have met the “teacher capability” criterion for teaching non-language subjects in the English medium. Priority for admission will be given to teachers who have attended the *15-hour Course on Teaching Non-language Subjects in the English Medium* commissioned to the Hong Kong Institute of Education in the 2010/11 school year or have experience in teaching the specific Key Learning Areas in the English medium.
- The fifth course is designed to train up resource persons for schools. Participation will be made on a school basis that no less than two but not more than five key school personnel responsible for implementing English-across-the-curriculum should join the class together. The participants will attend 30 hours of lecture on five consecutive weekdays. Ten hours of post-course support service will be rendered to each participant school.
- The sixth course is the 8-week intensive programme continued to be offered by the Hong Kong Institute of Education.
- Admission will be on a first-come, first-served basis. Applicants will be notified of the application results by the respective institutes not later than 14 calendar days before the commencement of the class they apply for.
- Schools sending teachers to participate in the above programmes will be eligible for hiring supply teachers in accordance with the existing arrangement.

Sharing sessions

- The Education Bureau will continue to organise half-yearly sharing sessions to support schools and teachers in implementing the school-based medium of instruction arrangements. Details will be announced under separate cover in due course.