

Education Bureau Circular Memorandum No. 105/2010

From: Secretary for Education
Ref. EDB(RP)3410/15/07
Date: 2 June 2010

To: Supervisors / heads of all government, aided and caput secondary schools – for action
c.c. Supervisors / heads of Direct Subsidy Scheme and private independent secondary schools and heads of divisions / sections – for information

Fine-tuning the Medium of Instruction for Secondary Schools

This circular memorandum informs public-sector secondary schools about (a) reporting their “School-based Medium of Instruction Plan for Junior Secondary Levels (Arrangements for Secondary 1 Students Admitted in the 2011/12 School Year)”, and (b) matters relating to the implementation of fine-tuning the medium of instruction (MOI) for secondary schools in the 2010/11 school year.

Background

2. The fine-tuned MOI arrangements for secondary schools will be implemented starting from the 2010/11 school year at Secondary (S) 1 level and progressing each year to a higher form at junior secondary levels. Details of the fine-tuning are set out in Education Bureau (EDB) Circular No. 6/2009 “Fine-tuning the Medium of Instruction for Secondary Schools” issued on 5 June 2009. Under the fine-tuned MOI framework¹, schools may make professional judgment on the most appropriate MOI arrangements for their students in accordance with their own circumstances (including teachers’ capability to teach in English, school support measures, etc.) and students’ needs. Upon the implementation of the school-based MOI arrangements in the 2010/11 school year, schools will no longer be classified into schools using Chinese as the MOI (“CMI schools”) and schools using English as the MOI (“EMI schools”). The choice and number of subjects taught in EMI may vary between classes within individual schools as well as among schools. Since schools may also conduct extended learning activities (ELA) in English for classes adopting mother-tongue teaching, MOI arrangements in schools will become more diversified.

¹ For details, please refer to paragraphs 4 - 7 of EDB Circular No. 6/2009.

3. To safeguard students' learning effectiveness, schools have to plan holistically their overall school curriculum (including their whole-school language policy). Schools should ensure that their whole-school language policy embraces the strategy underpinning the MOI arrangements, and that the directions of both are consistent.

Implementation of Fine-tuned Arrangements

4. In accordance with EDB Circular No. 6/2009, the EDB will support and monitor schools in parallel² in their implementation of school-based MOI arrangements so as to safeguard students' learning effectiveness.

Professional Support for Teachers

5. To provide support for teachers, we organised Knowledge Fair and Reading Fair on 28 November 2009 and 24 April 2010 respectively for schools to share their good practices on teaching pedagogy, experience in implementation and school-based support measures. Besides, to enhance the quality of classroom teaching, we have organised professional development activities and planned the in-service training courses for non-language teachers, especially those who may be required to switch their MOI from CMI to EMI, in order to enhance their teaching strategies. Supply teachers will be made available for teachers attending the programmes. Related professional activities have been rolled out since May 2010³. To enable schools to make early arrangements for teachers to attend the in-service training courses and other professional development activities to be conducted in the 2010/11 school year, the relevant information is attached for reference (see Annex A). Teachers who are interested in the training courses and professional development activities may refer to the details which will be uploaded onto the Training Calendar System of the EDB (website: <http://tcs.edb.gov.hk>) shortly for enrolment.

6. To further support schools, we will seek the endorsement of the Legislative Council to set aside additional funding from the Language Fund for schools to implement or refine their school-based measures on the basis of the current English Enhancement Scheme to develop their whole-school language policy to tie in with the implementation of the MOI fine-tuning starting from S1 in the 2010/11 school year.

² For details, please refer to paragraphs 10 - 18 of EDB Circular No. 6/2009.

³ A briefing session and workshops on raising teachers' awareness in EMI teaching were held from 3 - 6 May 2010 for teachers of non-language subjects in different key learning areas.

The EDB will inform schools of the relevant details under a separate cover in due course.

Monitoring

7. In line with the School Development and Accountability Framework, schools are held accountable for their MOI arrangements in respect of the students' learning outcomes⁴. 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 to help schools review the effectiveness of their MOI arrangements. We will also set up an advisory panel drawn from the education sector to consider the observations and findings from focused inspections and make recommendations to the EDB on follow-up actions. We will notify schools of the arrangements for focused inspection under a separate cover by the end of 2010.

8. Schools are required to complete Annex B "School-based Medium of Instruction Plan for Junior Secondary Levels (Arrangements for Secondary 1 Students Admitted in the 2011/12 School Year)", and return it to their respective Senior School Development Officer on or before **30 July 2010 (Friday)** for vetting purposes. We will engage schools in professional dialogue where necessary. In line with the spirit of the School Development and Accountability Framework, schools are held accountable for the arrangements, and are required to provide explanations to their stakeholders and EDB where necessary. Depending on individual circumstances, schools may need to review and revise their arrangements.

Details and Transparency of Information

9. After reviewing the information on MOI arrangements disseminated by individual schools for S1 admission in the 2010/11 school year and collecting views from key stakeholders (including school councils / school associations / school heads' associations and the Committee on Home-School Cooperation), it is concluded that schools should continue with the existing practice of providing the subjects offered and their respective MOI arrangements in the prescribed format and explaining their MOI arrangements in the "Whole-school Language Policy" under "Learning and Teaching Strategies of School Characteristics" of the Secondary School Profiles. Such information will be verified by the EDB before printing the Secondary School Profiles

⁴ For details, please refer to paragraphs 10 - 11 of EDB Circular No. 6/2009.

for parents' reference in making school choices for S1 admission in the 2011/12 school year. The arrangements mentioned above will enable parents and the public to understand that, under the fine-tuning arrangements, the school-based MOI arrangements do not focus on the extent of Chinese or English teaching to be adopted by individual schools, but that the whole-school language policy (including the MOI arrangements) should be consistent and coherent with the holistic school-based curriculum so as to safeguard students' learning effectiveness. As before, schools should ensure that the information on their MOI arrangements in the Secondary School Profiles distributed in mid-December is accurate, in line with the MOI fine-tuning framework and consistent with their MOI plans submitted to the EDB.

10. Given that the school-based MOI arrangements are student-centred, focusing on addressing learners' abilities and promoting diversified development, the EDB encourages direct communication between schools and parents to explain the details in this regard. We note that schools have, in accordance with guidelines promulgated previously and our consensus with school councils, uploaded onto the school websites their MOI arrangements for S1 entrants in the 2010/11 school year with reference to their individual circumstances for parents' reference. In fact, schools are advised to enhance the transparency of the MOI information through dissemination in school websites. In cases of schools offering different subjects with different MOI arrangements for different classes upon the implementation of fine-tuning, schools should explain in detail the rationales and objectives of such 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, schools should cover the four main aspects as follows :

- (i) the subject offered to each S1 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 S1 students to individual classes/ groups (including the mechanisms for allocating students to classes/ groups), and the arrangements for students when they move up to S2 and S3 in the junior secondary stage;
- (iii) in relation to the above, the support by schools to help students bridge over from Primary 6 to S1 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.

11. Schools should disseminate the MOI arrangements in a professional manner, irrespective of the means to be adopted in dissemination such as through school websites, parents' briefings on S1 school choices or others, so as to ensure transparency of information and refrain from over-simplification of the diversified MOI arrangements to avoid possible misleading among parents. 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.

12. The EDB will be organising another round of parent briefing sessions on a district basis in December 2010. School principals will be invited to join us in educating parents on how to make appropriate school choices taking into account the interests, needs and abilities of their children. We will continue to reinforce parent education 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.

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

(Ms L B IP)
for Secretary for Education

**Fine-tuning the Medium of Instruction for Secondary Schools
Planned Professional Development Programmes for the 2010/11 School Year**

I. In-service professional development courses

The Education Bureau (EDB) has commissioned the Hong Kong Institute of Education (HKIEd) to conduct the following in-service professional development courses. The course details provided by the HKIEd are set out below for reference:

1. Four-week course on teaching non-language subjects in the English medium with 15 hours of post-course support service

The course is offered from June 2010 to August 2011. A total of 14 classes, with about 30 participant teachers each, have been planned. Priority of admission will be given to teachers with no prior experience in teaching non-language subjects in the English medium. Enrolment will start on 4 June 2010. Schools with teachers attending the course can refer to EDB Circular Memorandum No. 130/2008 on “Claim Forms for Daily-Rated Supply Teacher / Non-Teaching Staff, Substitute Teacher Grant, Teacher Relief Grant (Optional Cash Grant) and Substitute Nurse Grant” to hire supply teachers to cover lessons of the teachers attending the course.

The course aims at enhancing teachers’ knowledge in the English language system and the understanding of the role and impact of language in teaching and learning. They will also be introduced to the background and application of teaching in English in Hong Kong. Through the course, they will learn about the language characteristics of the key learning areas / subjects they teach and how these can be managed, as well as the teaching strategies, curriculum development and assessment methods relating to English-medium education. On completing the four-week full time course (of 140 contact hours), the teacher participants must continue with the 15-hour post-course support service, in which course instructors from the HKIEd will provide on-site support, consultancy service and work with the teacher participants in devising and delivering teaching materials, including the adoption of teaching strategies to address the different learning needs of students, etc.

The tentative timetable is appended below, with adjustments to be made in accordance with the enrolment situations, if required:

Class	Class Schedule*	Venue
1	14 June to 13 July 2010	Tai Po Campus HKIEd
2 & 3	October 2010	
4 & 5	November 2010	
6, 7 & 8	December 2010 to January 2011	
9 & 10	March 2011	
11 & 12	May 2011	
13 & 14	June 2011	

* The time for conducting the post-course service should be agreed upon between the teacher participant and the course instructor. It should normally be completed within six months after the class attended.

Applications from eligible teachers will be processed on a first-come-first-served basis. Teachers who are interested can obtain course details and enrol through the Training Calendar System (Course ID : ECP020110012) on EDB’s website from 4 June 2010 onwards.

2. 15-hour course on teaching non-language subjects in the English medium with 5 hours of post-course support service

The course is offered from June 2010 to August 2011. A total of 12 classes, with about 30 teacher participants each, have been planned. Priority of admission will be given to teachers with some prior experience in teaching non-language subjects in the English medium. Enrolment will start on 4 June 2010. If classes are scheduled for three consecutive school days, schools with teachers attending the course can refer to EDB Circular Memorandum No. 130/2008 on “Claim Forms for Daily-Rated Supply Teacher/Non-Teaching Staff, Substitute Teacher Grant, Teacher Relief Grant (Optional Cash Grant) and Substitute Nurse Grant” to hire supply teachers to cover lessons of the teachers attending the course.

The course aims at enhancing teachers’ knowledge of the English language as a medium of instruction and strengthening their related teaching strategies. It combines theories with practices. Teacher participants will be guided to explore the different strategies in teaching non-language subjects in English and to analyze their pros and cons. Teacher participants have to put the theories and concepts they have learnt into practice through developing curriculum and devising teaching materials. On completing the 15-hour course, the teacher participants must continue with the 5-hour post-course support service, in which course instructors will give comments and views on the curriculum and teaching materials drawn up by the teacher participants and advise them on the appropriate means to evaluate the effectiveness of these materials.

The tentative timetable is appended below, with adjustments to be made in accordance with the enrolment situations, if required:

Class	Class Schedule*	Venue
1 & 2	June 2010 (i) 21 to 23 June 2010 (ii) 28 to 30 June 2010	Of the two classes in the same period, one will be held on the HKIEd’s Tai Po Campus and the other on its Town Centre campus in Tai Kok Tsui, Kowloon
3 & 4	October 2010	
5 & 6	November 2010	
7 & 8	December 2010 to January 2011	
9 & 10	February 2011	
11 & 12	April 2011	

* The time for conducting the post-course service should be agreed upon between the teacher participant and the course instructor. It should normally be completed within

four months after the class attended.

Applications from eligible teachers will be processed on a first-come-first-served basis. Teachers who are interested can obtain course details and enroll through the Training Calendar System (Course ID: ECP020110008) on EDB's website from 4 June 2010 onwards.

II. Other Support Measures

Apart from the above courses, the school-based train-the-trainer programmes for the 2010/11 school year is under planning by the EDB. Details will be announced later. Besides, we will continue to organise sharing sessions on good practices in teaching strategies and pedagogies at half-yearly intervals, details of which will be announced under separate covers.

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 2011/12 School Year)**

The school-based medium of instruction (MOI) plan of our school has been devised according to Education Bureau Circular No. 6/2009 “Fine-tuning the Medium of Instruction for Secondary Schools” and our school’s own circumstances. Our plan applies to Secondary (S) 1 students admitted in the 2011/12 school year, and the same cohort of students proceeding to S2 and S3 in the 2012/13 and 2013/14 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 / revised arrangements* for S1 students admitted in the 2011/12 school year as those for S1 students admitted in the 2010/11 school year. (If applicable, no need to complete the Appendix.)
- Our school would adopt different MOI arrangements / revised arrangements* for S1 students admitted in the 2011/12 school year from those for S1 students admitted in the 2010/11 school year. Details are at the Appendix.

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” (ELA) (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) : _____

- * 1 Please refer to paragraph 7 of this Circular Memorandum: Schools which have revised their “School-based Medium of Instruction Plan for Junior Secondary Levels (Arrangements for Secondary 1 Students Admitted in the 2010/11 School Year)” submitted in October 2009 are required to inform the EDB of the rationale for the revisions in writing and enclose a copy of the “School-based Medium of Instruction Plan for Junior Secondary Levels (Arrangements for Secondary 1 Students Admitted in the 2010/11 School Year)” with revisions made in red, initialled and dated by the side.
- 2 Please delete where inappropriate.

Please note: Schools adopting different MOI arrangements for S1 students admitted in the 2011/12 school year from those for S1 students admitted in the 2010/11 school year are required to complete this Appendix.

**School-based Medium of Instruction Plan for Junior Secondary Levels
(Arrangements for Secondary 1 Students Admitted in the 2011/12 School Year)**

Please put a “√” in the appropriate boxes.

* Please delete where inappropriate.

- (I) As different from the MOI arrangements for S1 students admitted in the 2010/11 school year, our school would adopt **mother-tongue teaching** for all non-language subjects for all S1 students admitted in the 2011/12 school year.

Besides, our school will/ will not* implement ELA in English. (*If the former is applicable, please complete Item (VI). No need to complete the remaining items if the latter is applicable.*)

- (II) As different from the MOI arrangements for S1 students admitted in the 2010/11 school year, our school would adopt **EMI** for all non-language subjects for all S1 students admitted in the 2011/12 school year.

(*No need to complete the remaining items.*)

- (III) Items (I) and (II) do not apply to our school. Our school would revise the ELA in English for S1 students admitted in the 2011/12 school year.

Please complete Item (VII).)

- (IV) Items (I), (II) and (III) do not apply to our school. Our school would adopt MOI arrangements for S1 students admitted in the 2011/12 school year as reported in Items (V) to (VII) in the Appendix.

- (V) Our school has made reference to the “student ability” information provided by the EDB to our school on 7 July 2009 as the planning parameters. The **non-language subjects to be taught in EMI** for students admitted to S1 in the 2011/12 school year and when the same cohort of students proceeds to S2 and S3 in the 2012/13 and 2013/14 school years respectively (the actual number of S2 and S3 students is subject to the promotion arrangement within our school) 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 2011/12 No. of students learning in EMI (c)	Proceeding to S2 in 2012/13 No. of students learning in EMI (d) ^{note}	Proceeding to S3 in 2013/14 No. of students learning in EMI (e) ^{note}
Mathematics Education	Mathematics			
Science Education	Science			
	Physics	--	--	
	Chemistry	--	--	
	Biology	--	--	
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

A “√” in (d) and (e) above indicates that the MOI arrangements in S1 also apply when the same cohort of S1 students proceeds to S2 and S3 in the 2012/13 and 2013/14 school years respectively.

(VI) Our school has / has not* transformed the ELA lesson time into teaching one to two non-language subjects in EMI. (If the former is applicable, please complete item (i) below.)

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

Please specify if different subjects are involved at S2 and/or S3 in the 2012/13 and 2013/14 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).

(VII) Our school will/ will not* conduct ELA in English. (If the former is applicable, please complete the following items and you may choose more than one item.)

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 2012/13 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.