

## **Education Bureau Circular Memorandum No. 132/2019**

From: Secretary for Education

To: Heads of Primary, Secondary and  
Special Schools

Ref. : EDB(CD/MCNE)/ADM/150/1/44(1)

Date : 12 July 2019

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### **The 4<sup>th</sup> Outstanding Teaching Award for Moral Education Jointly Organised by the Education Bureau and Winsor Education Foundation**

#### **Summary**

The purpose of this circular memorandum is to inform heads of primary, secondary and special schools about the application for “The 4<sup>th</sup> Outstanding Teaching Award for Moral Education” (referred to as the Outstanding Teaching Award hereafter) jointly organised by the Education Bureau and Winsor Education Foundation.

#### **Details**

2. The aim of the Outstanding Teaching Award is to encourage schools to plan and implement moral education at the school level through effective school leadership and learning and teaching with a view to facilitating the promotion of moral education in primary, secondary and special schools in Hong Kong to nurture students’ positive values and attitudes.

3. Teachers who design and implement any school-based curriculum, activities and innovative projects related to moral education in the 2019/20 school year are welcome to participate in the Outstanding Teaching Award. Each school can nominate ONE teacher or a team of two to three teachers to join. For details, please refer to Appendices 1 to 3.

#### **Enquiries**

4. For enquiries, please contact Mr. LAM Chi-tak or Ms. LI Mei-ying of the Education Bureau on 2153 7492 or 2153 7493 respectively.

Sheridan LEE  
for Secretary for Education

c.c. Heads of Sections --- for information

**The 4<sup>th</sup> Outstanding Teaching Award for Moral Education**  
**Jointly Organised by the Education Bureau and Winsor Education Foundation**  
**Details**

**Background**

Moral, Civic and National Education is an essential element of whole-person education. The public always attach importance to moral education. Moral and Civic Education has been emphasised in the reform of school curriculum as one of the Four Key Tasks, which aims at nurturing students' seven priority values and attitudes, namely "perseverance", "respect for others", "responsibility", "national identity", "commitment", "integrity", and "care for others". In addition to the above seven priority values and attitudes, schools can select other values and attitudes as the direction for the development of Moral, Civic and National Education in accordance with the needs of schools and students. In order to promote moral education in schools, the Education Bureau and Winsor Education Foundation have jointly organised "The Outstanding Teaching Award for Moral Education" since the 2016/17 school year to enhance the effectiveness of moral education in professional and sustainable ways.

**Purpose**

The aim of the Outstanding Teaching Award is to encourage schools to plan and implement moral education at the school level through effective school leadership and learning and teaching with a view to helping secondary, primary and special schools in Hong Kong promote moral education to nurture students' positive values and attitudes.

**Target**

- Teachers from primary, secondary and special schools in Hong Kong are eligible to join the Outstanding Teaching Award. Teachers who have participated in the 1<sup>st</sup> to 3<sup>rd</sup> Outstanding Teaching Award are also welcome.
- The Outstanding Teaching Award is divided into two divisions: primary schools and secondary schools. Each school can nominate one teacher or a team of two to three teachers to join.

**Themes**

Participants should design and implement school-based curriculum, activities and innovative projects in their serving schools in the 2019/20 school year with any ONE of the following themes:

- Cultivating students' "self-management" ability
- Promoting the values of "tolerance"
- Promoting the spirit of "building a harmonious society together"
- Promoting civic education and the understanding of the Basic Law through project learning

## **Awards**

- The Outstanding Awards and Excellent Awards will be set up for each of the divisions. Awarded teachers will receive trophies. The number of awards to be set up will depend on the performance of the shortlisted teachers or teams and the results of the assessments.
- A thank-you letter will be issued to each shortlisted teacher who is not awarded any of the aforementioned awards.
- Teachers awarded the Outstanding Awards and Excellent Awards will be invited to participate in the “The 4<sup>th</sup> Outstanding Teaching Award for Moral Education – Professional Study Tour”. The destination of the study tour is Singapore. Itineraries include visits to government departments and non-government organisations, primary schools, secondary schools, universities as well as historical and cultural learning sites. All the fees will be sponsored by Winsor Education Foundation. Two teachers are to be nominated by the awarded team itself to join the study tour if the application is submitted in the name of a team.

## **Assessment Mechanism**

- An Assessment Panel comprising academic experts, teaching professionals and representatives of Winsor Education Foundation will be formed.
- The Assessment Panel will assess the participants’ performance in the aspects of “Learning and Teaching”, “Student Development”, “School Development” and “Professional Community Relations and Services”. The assessment will focus on the performance of participants in planning and implementing moral education through the whole school approach and home-school cooperation.
- In the first round of assessment, the Assessment Panel will shortlist a number of teachers from each division for entering the second round of assessment based on the Application Form (Appendix 2) and Reflection of Teaching Practices (Appendix 3) submitted by each school. The number of shortlisted teachers will depend on the results of the assessment.
- The second round of assessment will be held from January to April 2020. Members of the Assessment Panel will conduct visits to the schools of the shortlisted teachers. During a school visit, the Assessment Panel will observe a lesson related to the chosen theme and the shortlisted teacher will share experience.
- The Assessment Panel will recommend the final awardees after the two rounds of assessment.

## **Activities for Awarded Teachers**

Teachers awarded the Outstanding Awards and Excellent Awards will be invited to:

- a. provide articles, photos and related materials, which are relevant to the awarded teaching practices for use of publication in print and on the website of the Outstanding Teaching Award for Moral Education;
- b. attend and share their experience in the Award Presentation Ceremony cum Sharing Session of the 4<sup>th</sup> Outstanding Teaching Award for Moral Education;
- c. share their experience in the Professional Seminar Series of the 4<sup>th</sup> Outstanding Teaching Award for Moral Education.

## Important Dates

Date	Event
11 Sep 2019 (Wed), 10 am to 12 noon	Briefing session of the 4 <sup>th</sup> Outstanding Teaching Award for Moral Education (Course ID on Training Calendar System: CDI020191263) (WP01, Podium, West Block, Kowloon Tong Educational Services Centre, Suffolk Road 19, Kowloon Tong)
On or before 18 Oct 2019 (Fri) by 5:30 pm	Duly completed Application Form (Appendix 2) and Reflection of Teaching Practices (Appendix 3) stored in a CD, together with the hard copies should be delivered, by hand or by post, to  Attn: Ms Wong Ching Lai, The Secretariat of the 4 <sup>th</sup> Outstanding Teaching Award for Moral Education, Moral, Civic and National Education Section, Education Bureau, Rm 402, 4/F, Kowloon Government Offices, 405 Nathan Road, Yau Ma Tei, Kowloon. (For postal application, the date of the postmark will be used as the submission date. Late submissions will not be accepted.)
Mid Dec 2019	Schools will be notified of the results of the first round of the assessment.
Jan 2020 to Apr 2020	Members of the Assessment Panel will conduct visits to the schools of the shortlisted teachers. During a school visit, the Assessment Panel will observe a lesson related to the chosen theme and the shortlisted teacher or team will share his/her experience.
Early May 2020	Shortlisted teachers will be notified of the results of the second round of assessment.
Late May 2020	Prize Presentation Ceremony cum Sharing Session of the 4 <sup>th</sup> Outstanding Teaching Award for Moral Education
June 2020	The 4 <sup>th</sup> Outstanding Teaching Award for Moral Education – Professional Study Tour
Sep to Dec 2020	Professional Seminar Series of the 4 <sup>th</sup> Outstanding Teaching Award for Moral Education

## Briefing Session

- To enable school representatives to understand more about the 4<sup>th</sup> Outstanding Teaching Award for Moral Education, the Education Bureau will organise a briefing session with details as follows:  
Date: 11<sup>th</sup> September, 2019 (Wednesday)  
Time; 10 am – 12 noon  
Venue: WP01, Podium, West Block, Kowloon Tong Educational Services Centre, Suffolk Road 19, Kowloon Tong
- Details of the briefing session have been uploaded to the Training Calendar System (Course ID: CDI020191263). Interested school representatives can register for it through the Training Calendar System or return the completed registration form (Appendix 4) to us by fax by 12:00nn, 10<sup>th</sup> September, 2019 (Tue)

## **Submission of Application**

- Participants are required to store the completed Application Form (Appendix 2) and Reflection of Teaching Practices (Appendix 3) in a CD in either WORD or PDF and submit the CD together with the hard copies of the two Appendices.
- To ensure objectivity and fairness during the course of assessment, the names of the teacher(s) and the school should not be displayed on the Reflection of Teaching Practices and any sign of the identity of the teacher's/ teachers' serving school should not be shown. (For example, the school badge and any photo of students in school uniform should not be displayed.)
- The CD that stores the completed Application Form (Appendix 2) and Reflection of Teaching Practices (Appendix 3) and the hard copies of the two Appendices should be delivered by hand or by post to the following address **on or before 18 October, 2019 (Fri) by 5:30 pm:**

Attn: Ms Wong Ching Lai,

The Secretariat of the 4<sup>th</sup> Outstanding Teaching Award for Moral Education

Moral, Civic and National Education Section, Education Bureau,

Rm 402, 4/F, Kowloon Government Offices, 405 Nathan Road, Yau Ma Tei, Kowloon

(For postal application, the date of the postmark will be used as the submission date. Late submissions will not be accepted.)

**(Chinese version only)****教育局 與 南聯教育基金 合辦****第四屆品德教育傑出教學獎****申請表格**

填寫申請表格須知：

- 1.除註明外，必須以中文填寫本表格。
- 2.如位置不足，請另行附頁補足。
- 3.倘以小組名義參加，小組內每位成員均須填寫一份表格，每份表格須由校長簽署。

**甲、學校資料**

學校名稱： \_\_\_\_\_

辦學團體名稱： \_\_\_\_\_

學校地址： \_\_\_\_\_

參與學校類別(以✓表示)<sup>+</sup>：

小學                       中學                       特殊學校

<sup>+</sup> (小學屬小學組，中學屬中學組。特殊學校請在下方以✓表示選擇參加小學組或中學組)

小學組                       中學組

參與主題(請在下列選取一項，並以✓顯示)

- |                          |                         |
|--------------------------|-------------------------|
| <input type="checkbox"/> | 1. 培養學生「自我管理」的能力        |
| <input type="checkbox"/> | 2. 推廣「包容」的價值觀           |
| <input type="checkbox"/> | 3. 推廣「共建和諧社會」的精神        |
| <input type="checkbox"/> | 4. 通過專題探究推廣公民教育及認識《基本法》 |

**乙、推薦教師資料**

1. 姓名：(中文) \_\_\_\_\_ 先生/ 女士\*

(英文) \_\_\_\_\_

2. 在本地學校任教年期：\_\_\_\_\_ 年\_\_\_\_\_ 月 (截至遞交申請表格)
3. 電話號碼：\_\_\_\_\_ (學校) \_\_\_\_\_ (手提)
4. 學校傳真號碼：\_\_\_\_\_
5. 個人電郵：\_\_\_\_\_
6. 在現職學校相關工作經驗

主要職位/職務	服務時間 由(月/年)至(月/年)

\*請刪去不適用者

(只供小組名義參加者填寫)  
 倘以小組名義參加，必須安排小組內一位教師擔任組長，作為聯絡人。  
 本表格的推薦教師 ( )是 ( )不是 參加教學獎的小組組長。(以✓顯示)

### 丙、推薦教師個人聲明

1. 本人謹此聲明，本表格的資料及本人提交的教學反思內容，均屬正確無誤。
2. 如本人獲獎，本人會參與主辦單位的分享及交流活動，以促進專業發展。

教師簽署：\_\_\_\_\_

日期：\_\_\_\_\_

校長簽署：\_\_\_\_\_

校長姓名：\_\_\_\_\_

日 期：\_\_\_\_\_

(校印)

(Chinese version only)教育局 與 南聯教育基金 合辦第四屆品德教育傑出教學獎教學反思範本

撰寫教學反思須知：

1. 必須以中文撰寫教學反思。
2. 教學反思須配合參與主題及四個評審範疇，以及參加者在採用全校參與及家校合作模式進行品德教育規劃與推展。
3. 範本只供參考。可自由以合適方式表達，或加入圖表。字型不小於12點。最多14頁A4紙。
4. 倘以小組名義參加，只限提交一份教學反思。

甲、參加者資料

參與學校類別(以✓表示)<sup>+</sup>：

小學                       中學                       特殊學校

<sup>+</sup> (小學即屬小學組，中學即屬中學組。特殊學校請在下方以✓表示選擇參加小學組或中學組)

小學組                       中學組

參與主題(請在下列選取一項，並以✓顯示)

- |                          |                         |
|--------------------------|-------------------------|
| <input type="checkbox"/> | 1. 培養學生「自我管理」的能力        |
| <input type="checkbox"/> | 2. 推廣「包容」的價值觀           |
| <input type="checkbox"/> | 3. 推廣「共建和諧社會」的精神        |
| <input type="checkbox"/> | 4. 通過專題探究推廣公民教育及認識《基本法》 |

乙、配合參與主題的教學實踐例證和細節

(請配合參與主題及四個評審範疇，以及參加者在採用全校參與及家校合作模式進行品德教育規劃與推展，提供教學實踐例證和細節。內容部份不可顯示參加者姓名及學校名稱。)



1. 學與教

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2. 學生發展

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3. 學校發展

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4. 專業群體關係及服務

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Attn: Ms. WONG Ching-lai, Education Bureau (Fax no.: 3426 9265; Tel. no.: 2153 7410)

**Briefing Session of the 4<sup>th</sup> Outstanding Teaching Award for Moral Education**

**(Course ID on Training Calendar System: CDI020191263)**

**Registration Form**

**(Please return by 12:00nn, 10 Sep 2019)**

Date: 11<sup>th</sup> September, 2019 (Wednesday)

Time: 10 am – 12 noon

Venue: WP01, Podium, West Block, Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong

The following school representatives will attend the captioned briefing session:

	Name in English	Name in Chinese	Post Title	Mobile Phone No.
1.				
2.				
3.				
4.				

Remarks: School representatives can register for the briefing session through the Training Calendar System and do **not** need to submit this registration form to us again. Seats are limited, walk-in registration is not accepted. Successfully enrolled school representatives please attend the briefing session on time. No further notification will be issued.

Signature of Principal/ School stamp: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

School Name: \_\_\_\_\_

School Phone No.: \_\_\_\_\_