

SKH Lui Ming Choi Secondary School
Whole School Language Policy
(Endorsed at the 22nd IMC Meeting on Aug 9 2021)

I. Medium of Instruction

English is adopted as the medium of instruction (MOI) at SKH Lui Ming Choi Secondary School for all subjects except Chinese Language, Putonghua, Chinese History, Chinese Literature, Religious Education, Life Education, Citizenship and Social Development, Life and Society as well as Visual Arts (in HKDSE Level).

II. Medium of Communication

In order to help improve students' English and create an English Language environment in the school campus, English should be used as the medium of communication with students for teachers inside and outside classroom when the MOI for the subjects is English. All other teachers and staff are welcome to use English to communicate with students.*

****Announcements, reminders and communication with students (and their parents) in emergency, critical or crisis situations involving a safety issue and/or emotions, teachers and staff should use their discretion and the student's (and their parent's) preferred language to achieve the purpose.***

III. Purpose

Whole School Language Policy will be put in place in order to enrich the English Language environment in the school campus. Whole School team efforts are necessary to support students to communicate in English confidently and comfortably in an English-rich environment - one which is not conveniently available outside the school for the majority of our students, given their family backgrounds and preferred language.

IV. Who is covered in the Policy

Teachers should:

- regularly remind students to be conscientious in observing the Whole School Language Policy;
- encourage students to speak in English and make rectifications where necessary (especially if the Teacher or Class Teacher teaches at least one English-medium subject);
- observe the policy on teaching (and communication) medium if s/he teaches at least one subject in English);
- speak to students in the same language used for teaching inside and outside the classroom.

Heads of Subject Departments (for English-medium subjects) should:

- co-ordinate the effective use of English in the English-medium subjects;
- explore various support strategies for promoting an English-rich environment.

Heads of Committees (e.g. ECA, Assembly and etc.) should:

- incorporate the Whole School Language Policy requirements in the guidelines or instructions given to houses and clubs;
- remind the language related clubs (such as English Cultural Club, English Debate Team, etc.) to regularly hold activities to promote the use of English;
- check and monitor to ensure all activities are conducted according to the Policy;
- monitor and maintain the standard of language used in announcements, meetings and publication materials;
- ensure School Assemblies are conducted in English except for specific occasions as needs be.

Non-Teaching Staff should:

- assist in providing relevant reminders or materials to facilitate an English-rich Environment in the school campus.

All Students should:

- communicate in English with teachers and peers during lessons (for English-medium subjects) and in the school campus as much as possible.

V. Whole School Language Policy in the School Campus

A. Learning and Teaching

- All subjects are taught in English except Chinese Language, Putonghua, Chinese History, Chinese Literature, Religious Education, Life Education, Citizenship and Social Development, Life and Society as well as Visual Arts (in HKDSE Level).
- Language Across Curriculum (LAC) will help to coordinate efforts among Subject Departments and Committees to prepare necessary learning materials for students.
- Teachers should speak to the students in the same language inside and outside the classroom, i.e. English-medium subjects in English and Chinese-medium subjects in Cantonese/Putonghua (PTH).
- All are discouraged to use mixed code.

B. Students' Activities and Communication among Students

- School Assemblies should be conducted in English, except for specific occasions as needs be.

- Materials on notice boards and display boards should be in English; or, in both English and Chinese as needs be.
- All publicity documents (such as circulars, notices and etc.) should be in English, or, in both English and Chinese as needs be. All written documents should be in proper written form. Mixed codes are not acceptable.
- All messages or notes written on the blackboard should be in proper written English / Chinese as appropriate. Mixed codes are not acceptable.
- All school and class announcements should be made in proper English or in both English and Chinese as needs be, except those related to subjects taught in Chinese or Putonghua and situations in emergency, critical or crisis involving a safety issue and/or emotions.

C. Home-School Communication

- All publicity documents (such as circulars, notices and etc.) should be in English; or, in both English and Chinese, as needs be.

VI. Important to note

Everyone in the LMC Community shall build coordinated effort in creating an English-rich environment to increase students' exposure to English inside and outside the classroom in learning and communication.

Remarks:

If there is any inconsistency or ambiguity between the English version and the Chinese version of this Policy, the English version shall prevail.