

## 香港綠色學校獎（小學及中學組）- 常見問題

### Hong Kong Green School Award (Primary School and Secondary School Categories) - Frequently Asked Questions

#### 自我評核手冊(自評手冊) Self-Assessment Manual (SAM)

1) 遞交自評手冊時，需要整份(包括全部擴展單元內文)遞交嗎？

**Do we have to submit the whole set (including the contents of all supplementary sections) of the SAM?**

答: 需要。學校需要遞交核心單元、擴展單元的自我評核表及計分表(即附件 II)。

ANS: Yes. You have to submit the core module and the full set of Self-assessment Form in the supplementary section together with the score sheet (i.e. Annex II).

#### 自我評核手冊(自評手冊) C2 I 部分 Self-Assessment Manual (SAM) Section C2 I

2) 我校的課程編排已非常緊密，難以安排戶外學習活動，怎麼辦？

**Our school syllabus is so tight that we find it very difficult to arrange outdoor learning activities. What could we do?**

答: 事實上，學校不必舉行獨立的活動以滿足自我評核手冊的要求。相反，我們鼓勵學校在常規學校活動中加入一些可持續元素以提高有效性。以下是一些例子可供參考：

- i) 一些學校舉辦以「綠色活動日」為主題的「全方位學習日」，當日各級的學生到訪不同地點進行學習活動。地點可以包括展示可持續生活（例如可再生能源、低碳膳食及人與自然和諧相處等）的學習中心，以及公園等。
- ii) 一些學校將環境主題納入專題研習或STEM活動中。例如參觀自然保護區，以工程和數學知識探索建造鳥屋的方法，或參觀城市公園並進行生物多樣性調查。
- iii) 一些學校將「綠色」元素融入學校旅行，要求學生和老師使用可重用餐具和容器，並在旅行日中增設綠色活動。

ANS: In fact, schools do not have to hold stand-alone activities to meet the SAM requirement. Instead, we encourage schools to add some sustainable elements to their regular school activities to raise the effectiveness. Here are some examples for reference:

- i) Some schools organise “Life-wide Learning Days” with the theme of “Green Activity Days”, and each form goes to a different outdoor destination for the day. Location can include learning centres which showcase sustainable living (e.g. renewable energy, low carbon meals and human living in harmony with the nature etc.) and parks etc.
- ii) Some schools integrate environmental themes into project learning or STEM activities. e.g. visit a nature reserve and explore the way to build a bird hide with engineering knowledge and mathematics or visit an urban park to conduct biodiversity survey.

iii) Some schools integrate “green” elements into school picnic, by requesting students and teachers to use reusable utensils and container for meals, and adding green activities into the picnic day.

### 自我評核手冊(自評手冊) C2 V 及 C3 I 部分

#### Self-Assessment Manual (SAM) Section C2 V & C3 I

3) 除了「可持續發展、生物多樣性、氣候變化、海洋垃圾、善用天然資源」等主題，其他環境主題可否算作有效的環境教育活動？

**Can environmental themes other than “sustainable development, biodiversity, climate change, marine litter, effective use of natural resource” be counted as valid environmental education activities?**

答：所有與環境相關的主題都會被視為有效的環境教育活動。特別強調「可持續發展、生物多樣性、氣候變化、海洋垃圾、善用天然資源」等主題是因為它們是全球及本港較為關注的環境議題。

ANS: All themes related to the environment will be counted as valid environmental education activities. The themes of “sustainable development, biodiversity, climate change, marine litter, effective use of natural resource” were highlighted as they are the more concerned environmental issues globally and locally.

### 自我評核手冊(自評手冊) C3 I 部分

#### Self-Assessment Manual (SAM) Section C3 I

4) 如何計算每個學生的環境教育活動 (EEA) 時數？

**How to calculate the environmental education activities (EEA) hours for each student?**

答：你可以使用以下公式進行計算：

$$\frac{(\text{EEA1 小時} \times \text{參與學生人數}) + (\text{EEA2 小時} \times \text{參與學生人數}) + \dots}{\text{在校學生總數}}$$

ANS: You may use the following formula to calculate:

$$\frac{(\text{EEA1 hours} \times \text{No. of participated students}) + (\text{EEA2 hours} \times \text{No. of participated students}) + \dots}{\text{Total number of students in school}}$$

### 協導員計劃

#### Facilitator Scheme

5) 什麼是協導員計劃？

**What is Facilitator Scheme?**

答：為協助學校參與香港綠色學校獎，協導員會義務擔任計劃輔導的工作，為有需要的學校提供額外指導及建議，並會親臨學校提出意見供學校考慮。

協導員只會為提出要求的學校安排支援。每所學校於三年內只能申請協導員支援一次，

而有關支援只限一年。有意要求協導員支援的學校須於報名參加香港綠色學校獎時提出有關申請。

ANS: To assist participating schools in the HKGSA, facilitators will be voluntarily responsible for mentoring schools that need extra guidance and advice, and will visit and provide advice to schools for their consideration.

Facilitators would only be allocated to schools upon request. Each school can apply for facilitator support once in every three years, and the duration of support will be one year. Schools interested in having a facilitator should indicate their request when submitting their application for HKGSA.

#### 6) 我校可如何聯絡協導員?

##### **How could our school contact the facilitator?**

答: 學校可透過學校電話、手提電話、網絡應用程式、電郵、書信、傳真及面談等方式與協導員保持聯絡。

ANS: Schools could contact the facilitator by means of school telephone, cellular phone, online Apps/software, e-mail, letter, fax and face-to-face dialogue, etc.

#### 7) 協導員的一年服務時期完結後可以繼續提供支援嗎?

##### **Is it possible to extend the service of our facilitator at the end of the one-year service?**

答: 只要雙方同意即可，惟有關延伸服務並不受香港綠色學校獎計劃所覆蓋。

ANS: Extension of service is possible with mutual agreement. However, such extension is beyond the coverage of HKGSA.

### **實地探訪**

#### **On-site Inspection**

#### 8) 我校該預備什麼以配合實地探訪?

##### **What should our school do to prepare for the on-site inspection?**

答: 學校可根據自評手冊的內容提供任何合適證據/輔助證明，包括但不限於相片、影像短片、持份者的作品、公開發布的文本、新聞報導、會議記錄的節錄或重點標示、評估後的結論及透過學校網站分享的點子。請注意，學校須就自評手冊中任何達到「優異」級別的項目或擴展單元D內所有得分項目提供證據支持。請事先整理，做好索引及歸類以便能在評審及提問時能迅速引用。

ANS: Your school should provide appropriate proofs/support documents for the SAM, including but not limited to photos, short video clips, works of stakeholders, publications, newspaper articles, extract/highlight of minutes of meeting, conclusions of evaluations conducted and ideas shared via the school website. Schools should provide proof/evidence for items achieving “Excellent” level in the SAM or all score-awarded items in

Supplementary Section D. Please consolidate your information in advance by indexing or classification for easy reference during assessment and preparation of response to assessors' questions.

9) 我校需要安排各持份者代表 (例如校監、家長、學生) 參與實地探訪嗎?

**Should our school arrange other stakeholders' representatives (such as school supervisors, parents, students) to join the on-site inspection?**

答: 可以。校方可邀請其他持份者於實地探訪中作出分享，但需適度分配時間，以預留足夠的時間作簡介／巡視校園。

ANS: You may. Schools may invite other stakeholders to share their views during on-site inspection. Please be reminded that timing should be properly arranged so as to allow sufficient time for presentation/campus walkthrough.

評估方式

**Evaluation Methods**

10) 我校可採用哪些評估方式?

**What evaluation methods could our school adopt?**

答: 問卷調查只是檢討方式的一種，多為量化評估性質。其他常見的檢討方式包括考試、訪談、面談、開放式意見書、有規劃的觀察記錄等質性方式，而量性方式包括統計、投票等。學校應因應能力及可行性設計合適的檢討方式，結合質性及量化評估並不時作出修訂以尋求改進空間。根據我們的觀察，質性的評估方式往往更容易融入日常教學中。

ANS: Questionnaire survey is just one of the methods of review and is mostly for quantitative evaluation. Other common methods of review include quizzes, interviews, face-to-face meetings, open-ended submissions, structured records of observation, etc. which are qualitative in nature. The quantitative methods include statistics compilation and voting. Schools should develop appropriate methods of review combining both qualitative and quantitative evaluation in light of their capabilities and feasibility subject to adjustment from time to time for improvement. According to our observation, qualitative methods are often easier to integrate into everyday teaching.