

Use of Capacity Enhancement Grant 2011-12

CEG available : ~475,000

Funding due to re-structuring :250,000

Senior Sec Curr. Grant : 635,000

LS supporting 180000

Total fund available : 1,540,000

Suggestions received :

	Programmes	Requested Amount	total
A	Teaching Assistants (four TAs) : PSHE/SCI/LS *	150000x4 = 600,000	600000
B	Study related: Eng writing class for Senior form Phonics class for S1 My Channel class (1 classes, S2-S4) Magazine production Theatre Play Maths Enrichment class	19,200 14,400 12,000 13,000 7,200 6,800	72600
C	Extended training for school teams	77,100	77100
D	Employment of Teacher	30000x12x1.05x3	1134000
	Total	A-C D	749700 1134000 =1883700

A-C source : CEG, LS support Grant, Extra SSCSG

Surplus of A-C =475000+180000+250000-749700=155300

Additional teachers' salary will be covered by Enhanced Sen Curr Support Grant and its surplus from previous year and OEBG.

TA for English Will be included.

Use of Capacity Enhancement Grant 2011-12

Proposal (1)

Employment of a teacher assistant (PSHE)

a. **Aim**

Enhancement of teacher capacity.

b. **Implementation Plan: Employment of a Teacher Assistant**

1. To assist teachers in preparing teaching materials for senior forms EMI teaching in History, Geography and Economics.
2. To assist teachers in running after-school tutorial lessons.
3. To assist Academic Committee in running homework class after-school and the Morning Reading Scheme.
4. To take up invigilation in tests and examinations.
5. To free teachers from non-teaching chores e.g. class substitution.
6. To assist teachers to supervise the post-Mock revision for S6.
7. To assist the implementation of Project Learning in LS (S4) and cross subject activities.
8. To assist form teachers to collect school circulars.
9. To assist Committees to take minutes.

c. **Benefits Anticipated**

1. Teacher workload can be reduced in the following ways:
 - i. number of substitution lessons can be reduced
 - ii. less invigilation hours
 - iii. less administrative work
2. Building up various question bank, and resource materials for PSHE.
3. Better support in enrichment and remedial measures to students.
4. Better support in conducting measures related to school major concerns.

d. **Implementation Schedule**

From September 2011 to August 2012.

e. **Resources Required**

1. Salary:	\$12,000.00	x	12	=	\$144,000.00
2. MPF:	\$12,000.00	x	12 x 0.05	=	\$ 7,200.00
			Total	=	\$151,200.00

f. **Performance Indicators**

1. Delivery of data / question banks / resource materials.
2. Number of invigilation hours / substitution lessons provided by the teacher assistant.
3. Number of hours in conducting tutorials / study groups / homework classes / Morning Reading Scheme.
4. Satisfactory of teachers.

g. **Assessment Mechanism**

1. Teachers' feedback on the material produced.
2. Students' participation.
3. Performance appraisal on the teacher assistant by the relevant panel heads.

h. **Person-in-charge**

Mrs. LEUNG HUI Po-chu

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Proposal (2)

Employment of a Teaching Assistant (Science)

a. Aim

Enhancement of teacher capacity

b. Implementation Plan : Employment of a Teaching Assistant

1. To assist teachers in preparing teaching materials for NSS Physics, Chemistry, Biology and Combined Science (Phy/Bio) using EMI in teaching.
2. To assist Science teachers in running after-school tutorial lessons and science related activities.
3. To assist departments to build up questions bank, to scan department document (minutes, examination papers and test papers) in electronic form and to analyze data collected through questionnaire.

c. Benefits anticipated

1. Teachers' workload can be reduced
2. Building up of departmental electronic database
3. Better support in enrichment and remedial measures to students
4. Better support in conducting measures related to school major concerns

d. Implementation Schedule

9/2011 to 8/2012

e. Resources required

Salary -	$\$12,000 \times 12$	=	\$144,000
MPF	$\$144,000 \times 0.05$	=	\$ 7,200
	Total	=	\$151,200

f. Performance Indicators

1. Delivery of data / resource materials
2. Number of hours in conducting tutorials / revision classes
3. Satisfaction of teachers

g. Assessment Mechanism

1. Teachers' feedback on the materials produced
2. Students' participation
3. Performance appraisal on the teaching assistant by relevant panel heads

h. Persons-in-charge

Mr. Lau Kwok-keung (Physics)
Mr. Kwok Chi-fung (Chemistry)
Mr. Ng Chap-fai (Biology)
Mrs. Wong Tsang Yuk Ngor (Junior I.S.)

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Proposal (3) Employment of a Teaching Assistant (REES)

a. Task Area

Teaching Assistant for English Department and REES

b. Major Area of Concern

To facilitate the work of the English department and the implementation of REES, with particular concern in the following areas:

1. Cross- Curricular Reading Scheme
2. Reading Pal
3. Matters related to cross-curricular collaboration between English and other EMI content-based subjects
4. SBA, TSA, NSS
5. ERS, English Builder, Online News
6. Remedial and enrichment classes
7. Substitute Teacher
8. Supervision of after-school / lunch time MMLC lessons
9. Preparation of course materials and supplementary materials
10. Clerical and administrative duties of the department

c. Implementation Plan

A teaching assistant will be employed from September to July

d. Benefits anticipated

1. Teachers' workload will be relieved
2. Students will be better supervised and taken care of in after-school / lunch time learning activities
3. To facilitate the smooth running of the REES

e. Implementation Schedule

September 2011 to July 2012

f. Resources Required

Salary -	$\$12,000 \times 12$	=	\$144,000
MPF	$\$144,000 \times 0.05$	=	\$ 7,200
Total		=	\$151,200

g. Performance Indicators

Teachers' feedback

h. Person-in-charge

Mrs. Siu Lam Lai-kei, Mrs. Ma Leung Po-ling

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Proposal (4) Writing Tutorial Class

- a. Task Area**
Writing tutorial class for average and lower achievers of S4, S5 and 6 students
- b. Major Area of Concern**
To enhance students' writing proficiency
- c. Implementation Plan**
 1. Four identical classes will be held for S5 and students in each designated period
 2. Class size: around 10 students a class.
 3. Eight 1 1/4 hours sessions held on Saturday morning
 - S5 & 6 - Mid-Oct to Dec
 - S4 & 5 – Mid-March to May
- d. Benefits anticipated**
Students will be better equipped for public examinations.
- e. Implementation Schedule**
Mid-October to December 2011 and Mid-March to May 2012
- f. Resources Required**
2 tutors are required
Salary for tutors – $\$600 \times 8 \times 2 \times 2 = \$19,200$
- g. Performance Indicators**
 1. Course participants' performance in class and in coursework assignments tests and examinations.
 2. Feedback from course tutors, course participants and subject teachers.
- h. Person-in-charge**
Mrs. Siu Lam Lai-kei
- i. Successful Criteria**
80% of students are satisfied with the course and demonstrate a progress as shown in their coursework assignments

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Proposal (5) Phonics Class (S1)

- a. Task Area**
An English programme targeted at the average or below-average students to enhance their knowledge and confidence in speaking.
- b. Implementation Plan**
1. Two classes of 8 60-minute sessions will be held after school
 2. Class size: 20 to 25 students
- c. Benefits Anticipated**
The group of participants will have in-depth training in pronunciation, particularly in phonics and confidence building. A better examination performance is expected in the oral examination.
- d. Implementation Schedule**
October 2011 to December 2012
- e. Resources Required**
Programme Fee - \$9,00 x 1hours x 8 sessions x 2 = \$14,400
Total - \$14,400
- f. Person-in-charge**
Mrs. Ma Leung Po-ling
- g. Performance Indicators**
1. Assessment report given by the service provider
 2. Participants' feedback
 3. Participants' performance in examinations
- h. Successful Criteria**
85% of students or above will find the course useful and can demonstrate an improvement in speaking ability in pronunciation.

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Proposal (6)

Theatre Play Class (S1)

- a. Task Area**
An English programme targeted at the above-average students to enhance their interest in language arts and confidence in speaking.
- b. Implementation Plan**
1. One class of 8 60-minute sessions will be held after school
 2. Class size: 20 to 25 students
- c. Benefits Anticipated**
The group of participants will have in-depth training in techniques of story-telling and confidence building. Their interest in language arts will be enhanced. A better examination performance is also expected in the oral examination.
- d. Implementation Schedule**
October 2011 to December 2012
- e. Resources Required**
Programme Fee - \$9,00 x 1hours x 8 sessions = \$7,200
Total - \$7,200
- f. Person-in-charge**
Mrs. Ma Leung Po-ling, Mrs. Siu Lam Lai-kei
- g. Performance Indicators**
1. Assessment report given by the service provider
 2. Participants' feedback
 3. Participants' performance in examinations
- h. Successful Criteria**
85% of students or above will find the course useful and can demonstrate an improvement in oral performance.

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Proposal (7)

My Channel Class (S2, 3 & 4)

- a. Task Area**
An English programme targeted at the above-average students to enhance their interest in language arts and confidence in speaking.
- b. Implementation Plan**
1. One class of 10 90-minute sessions will be held after school / on Saturday
 2. Class size: around 15 students
- c. Benefits Anticipated**
This course works in collaboration with the Campus TV. Through this course students will design the TV show collaboratively with the teacher and so will learn how to better make conversation with others that is highly animated and active. Furthermore, students will master different techniques to express themselves, as well as enjoying increased confidence in English communication.
- d. Implementation Schedule**
October 2011 to December 2012
- e. Resources Required**
Programme Fee - \$1,200 x 10 sessions = \$12,000 **Total - \$12,000**
- f. Person-in-charge**
Mrs. Ma Leung Po-ling, Mrs. Siu Lam Lai-kei
- g. Performance Indicators**
1. Assessment report given by the service provider
 2. Participants' feedback
 3. Participants' performance in examinations
- h. Successful Criteria**
85% of students or above will find the course useful and can demonstrate their learning in hosting programmes for the school Campus TV.

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Proposal (8)

ENGLISH MAGAZINE PRODUCTION COURSE

a. Task Area

English programme targeted at the better achievers in S2 to 3 to enhance junior form students' language proficiency through producing an English magazine

b. Implementation Plan

1. One class of 8 90-minute sessions will be held on Saturday morning for S2 and S3 students
2. Class size: 20 to 25 students

c. Benefits Anticipated

The group of participants will learn to edit and publish an English magazine. Through this process, they have a wider exposure to different genres of reading. Their reading, writing and critical thinking skills will be developed. Their works will be published. This is also a training to prepare them for the editorial work of our school newspaper and English newsletter.

d. Implementation Schedule

Mid-March 2012 to May 2013

e. Resources Required

Programme Fee - \$1,000 x 12 hours = \$12,000

Publication Cost - \$20 x 50 = \$1,000

Total - \$13,000

f. Person-in-charge

Mrs. Siu Lam Lai-kei, Mrs. Ma Leung Po-Ling

g. Performance Indicators

1. Assessment report given by the service provider
2. Participants' feedback
3. Participants' performance in the published work, and examinations

h. Successful Criteria

85% of the participants will find the course useful and can demonstrate a writing ability that outperform most students in the form in length and quality

Use of Capacity Enhancement Grant 2011-12
Proposal (9)
Utilization of the Capacity Enhancement Grant

- a. Task Area**
Mathematics Enrichment Programme for S3 able students.

- b. Major Area of Concern**
To enhance students' ability on problem solving and logic thinking.

- c. Implementation Plan**
 - 1. Class size: around 20 students a class.
 - 2. 10 sessions held on Saturday morning.
 - 3. Each session lasts for 90 minutes.

- d. Benefits anticipated**
 - 1. Students will be better equipped for Mathematics Competitions.
 - 2. Students will explore in different areas of Mathematics.

- e. Implementation Schedule**
Early October to December 2011

- f. Resources Required**
Salary for tutor – $\$680 \times 10 = \6800 (\$680 per session)

- g. Performance Indicators**
 - 1. Course participants' performance in Inter-School Mathematics Competition.
 - 2. Feedback from course participants.

- h. Person-in-charge**
Mr. Tang Shu Yan

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Proposal (10)

Extended Training for School Teams

a. Aim

To provide systematic and professional training programme for school teams

b. Major Area of Concern:

To prepare the school team members with better focused training so as to raise their skills and get better chance to win in schools competitions.

c. Implementation Plan

Coach and assistant coach will be hired to train the members of the following school teams throughout the school year:

- a. Boys Basketball Team (Boys)
- b. Swimming Team
- c. Table Tennis Team
- d. Tennis Team
- e. Volleyball Team (Girls)
- f. Football Team (Boys)

d. Benefits

More varieties of training can be provided to talented students.

Teachers' burden can be shared with coaches.

Better results in the Inter-school and the Open competitions

e. Budget

Brief Description of items required	Estimated Unit Price (\$)	Quantity Required (hrs)	Estimated Amount (\$)
<u>Coach fee</u>			
Boys Basketball Team	210/hr	80	16,800
Swimming Team	210/hr	80	16,800
Tennis Team	210/hr	50	10,500
Volleyball Team	210/hr	80	16,800
Table Tennis Team	3000/course	4	12,000
Football Team	1400/course	3	4,200
	(Include 5% MPF)		
		TOTAL	77,100

f. Success Criteria:

Students satisfaction towards the trainers and their results in inter-school competition.

Better results in inter-school competition and the open competitions as compared to last year.

g. Teacher in-charge

Mrs. P. Y. Kwok