

Plan on Use of Capacity Enhancement Grant 2023/2024

1.

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Enhancing students' English Language proficiency	To cope with diversities of students (S1-S5) in learning English	To employ tutors and qualified teachers to help English teachers conduct after-school /Saturday tutorial classes	Reduction of teaching workload of English teachers in terms of extra English lessons so that they can put more attention on individual students' needs	The tutors and qualified teachers assist English teachers to conduct English tutorial classes after school from September 2023 to May 2024	Salary of tutors for the year: \$37,800 \$600 per hour for experienced teachers; \$440 per hour for post-graduates/qualified teachers; \$250-\$330 per hour for undergraduates/graduates; One class per form; 14 lessons per class per year; 1.5 hours per lesson.	Students are generally able to cope with the difficulties in using English as the medium of instruction and learning and to cope with the average class progress.	1. Assessments of students' performance in lessons and homework 2. Students' participation in and feedback on the English tutorial classes 3. Progress tests results 4. Subject teacher evaluation 5. Tutor evaluation	1. Team leader: Ms Fung Ka Ying 2. Focus group leaders: Ms Wu Hiu Lam (S1) Ms Lau Yin Hung (S2) Mr Chan Kwan Yin (S3)

2.

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Enhancing students' English Language proficiency	To foster junior/senior secondary students' interest in learning English; possible programmes are: film script-writing; rap singing, radio programme; thinking skills; poetry; on-line learning; drama; debate etc.	1. To employ part-time native speakers or native-like speakers as tutors to help English teachers conduct after-school programmes /Saturday programmes 2. To hire services from outside agencies	Reduction of teaching workload of English teachers; opportunities for students to engage in communicative activities with native speakers; opportunities to shift the focus of language study to language use	The tutors assist English teachers to conduct English classes after school from September 2023 to July 2024	Salary of tutors for the year: \$50,000 \$550 per hour, for native speakers/ native-like speakers with expertise in a special field or experienced teachers; \$440 per hour for post-graduates and qualified teachers; \$250-330 per hour for undergraduates; 1.5 hours per session; actual number of sessions may vary.	1. Students are generally able to cope with the task in using English 2. Quality of products	1. Assessments of students' performance by tutors 2. Students' participation in and feedback on the English programmes 3. Progress reports from teacher-in-charge	Team leaders: Ms Fung Ka Yeng, Mr Chan Kwan Yin

3.

Task Area	Major Area of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Enhancing students' Chinese Language proficiency	To assist junior secondary students (S1 to S2) to cope with the difficulties in learning Chinese.	To employ part-time tutors to help Chinese teachers conduct the after-school tutorial classes.	Reduction of teaching workload of Chinese teachers in terms of extra Chinese lessons so that they can have more attention on individual needs.	The tutors assist Chinese teachers to conduct two Chinese tutorial classes after school from October 2023 to May 2024 .	Salary of Tutors for the year: \$25,200 \$600 per hour for qualified teacher; \$330 per hour for graduates; \$250-\$300 per hour for non-graduates; 1.5hrs / lesson; 7 lessons/term for each class; total 42 hours (Actual number of lessons may vary).	Students are generally able to cope with the difficulties in learning Chinese and cope with the average class progress.	1. Assessments of students' performance in lessons and homework 2. Students' participation in and feedback on the Chinese tutorial classes 3. Feedback from subject teacher 4. Tutors evaluation.	Mr Wong Chi Wing

4.

Task Area	Major Area of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Enhancing students' Chinese Language proficiency	To assist senior secondary students (S5 to S6) to cope with the difficulties in learning Chinese.	To employ part-time tutors to help Chinese teachers conduct the after-school tutorial classes.	Reduction of teaching workload of Chinese teachers in terms of extra Chinese lessons so that they can have more attention on individual needs; To enrich students' repertoire in Chinese Writing and its relation to Chinese Culture	The tutors assist Chinese teachers to conduct three Chinese tutorial classes after school from October 2023 to May 2024 .	Salary of Tutors for the year: \$22,500 \$1,000 per hour for qualified teacher; 1.5hrs / lesson; 5 lessons for each class; total 22.5 hours (Actual number of lessons may vary).	Students are generally able to cope with the difficulties in learning Chinese and cope with the average class progress.	1. Assessments of students' performance in lessons and homework 2. Students' participation in and feedback on the Chinese tutorial classes 3. Feedback from subject teacher 4. Tutors evaluation.	Miss Cheung Yik Tung Anna

5.

Task Area	Major Area of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Enhancing students' Chinese Language proficiency	To raise students' interest in Chinese debate.	To employ a part-time coach to help Chinese teachers conduct the debate classes for students and the speech and debating team	Reduction of workload of Chinese teachers; opportunities for students to engage in debate; opportunities to shift the focus of language study to language use	The coach assists Chinese teachers to conduct debating classes after school from October 2023 to May 2024 .	Salary of Tutors for the year: \$30,000 \$440 per hour for graduates with particular expertise; \$400 per hour for non-graduates with particular expertise; total 68-75 hours (actual number of lessons may vary).	1. Performance by the debating members in the debating competitions. 2. Number of students participating in the training and the competitions. 3. Members' attendance in each training session.	1. The coach will be evaluated by the teachers -in-charge 2. Students' participation in and feedback 3. Questionnaires completed by students	Mr Ng Ka Hung

6.

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Enhancing students' basic competency in Mathematics	To assist junior secondary students (S1 to S3) to cope with the difficulties in learning Mathematics	To employ tutors to help Mathematics teachers conduct after-school tutorial classes	Reduction of teaching workload of Mathematics teachers in terms of extra Mathematics lessons so that they can have more attention on individual needs	The tutors assist Mathematics teachers to conduct Mathematics tutorial classes after school from October 2023 to May 2024	Salary of tutors for the year: \$23,760 \$250-\$330 per hour for undergraduates/ graduates; One class per form; 16 lessons per class per year; 1.5 hours per lesson.	Students are generally able to cope with the difficulties in learning Mathematics and cope with the average class progress	<ol style="list-style-type: none"> 1. Assessments of students' performance in lessons and homework 2. Students' participation in and feedback on the Mathematics tutorial classes 3. Subject teacher evaluation 4. Tutor evaluation 	Mr. Fong Hing Pan

7.

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Enhancing students' Biology proficiency	To assist senior secondary students (S4 to S6) to cope with the difficulties in learning Biology.	To employ part-time tutors to help Biology teachers conduct the after-school tutorial classes.	Reduction of teaching workload of Biology teachers in terms of extra Biology lessons so that they can have more attention on individual needs;	The tutors assist Biology teachers to conduct four Biology tutorial classes after school from October 2023 to May 2024.	Salary of Tutors for the year: \$18000 1 hr/ lesson; 16 lessons for each class; 4 class in total total 64 hours (Actual number of lessons may vary).	Students are generally able to cope with the difficulties in learning Biology and cope with the average class progress.	1. The coach will be evaluated by the teachers -in-charge 2. Students' participation in and feedback 3. Questionnaires completed by students	Mr Wong Man Chun

8.

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Enhancing students' Economics knowledge and skills	To cope with diversities of students (S5) in learning Economics	To employ tutors to conduct after-school tutorial classes	-Students can learn from the experience of tutor in preparing for Economics DSE -Economics teachers can put more attention on individual students' needs	The tutors conduct tutorial classes after school from November 2023 to February 2024	Salary of tutors for the year: \$4950 \$250-\$330 per hour for undergraduates/ graduates; 10 lessons 1.5 hours per lesson.	Students are generally able to cope with the common difficult topics in Economics.	1. Assessments of students' performance in lessons and homework 2. Subject teacher evaluation 3. Tutor evaluation	Ms. Cheng Sau Ling Jennifer, Ms. Ng Pui Ying Debbie, Ms Chau Yuen Man

9.

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Enhancing students' Geography knowledge and skills	To cope with diversities of students (S5) in learning Geography	To employ tutors to conduct after-school tutorial classes	-Students can learn from the experience of tutor in preparing for Geog DSE -Geog teachers can put more attention on individual students' needs	The tutors conduct tutorial classes after school from March to May 2024	Salary of tutors for the year: \$1980 \$250-\$330 per hour for undergraduates/ graduates; 4 lessons 1.5 hours per lesson.	Students are generally able to cope with the common difficult topics in Geography.	1. Assessments of students' performance in lessons and homework 2. Subject teacher evaluation 3. Tutor evaluation	Mr Chan Kwun Tat, Miss Lee Sin Man

10.

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
To provide support in administration, learning & teaching and extra-curricular activities	To offer support in implementing the programmes of different subject departments and functional groups	<p>-To provide administrative support at the school level;</p> <p>-To assist teachers in the preparing of learning/ teaching materials;</p> <p>-To offer support in organizing/ conducting extra-curricular activities;</p> <p>-To relieve teachers' workload by substituting lessons and taking up invigilation duties.</p>	<p>Teachers will be released from some non-teaching duties to provide more time to focus on curriculum development and to cater for students' needs.</p> <p>There can be extra manpower in organizing and conducting extra-curricular activities, reducing teachers' workload.</p>	From September 2023 to August 2024.	Monthly salary is HK\$15,500. Employer's contribution to MPF is HK\$775. The school pays HK\$16,275 per month, or HK\$195,300 per year.	<p>Teachers' workload and non-teaching duties can be relieved to create more room for curriculum development and catering for students' needs.</p> <p>Extra-curricular activities can be organized/ conducted more effectively.</p>	<ol style="list-style-type: none"> Teachers' observation Appraisal meeting with the Teaching Assistant 	Mr Lui Fu On Ms Lee Wai Chi