

## Plan on Use of Capacity Enhancement Grant 2020/2021

1.

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
<b>Enhancing students' English Language proficiency</b>	To cope with diversities of junior secondary students (S1) 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 pay more attention on individual needs	The tutors and qualified teachers assist English teachers to conduct English tutorial classes after school from <b>September 2020 to May 2021</b>	<b>Salary of tutors for the year: \$31,680</b> \$440 per hour, for qualified teachers; \$330 per hour, for graduates; \$220 per hour, for non-graduates; 1.5 hours per meeting; 8 meetings from September to May; 6 tutorial groups in total.	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 leaders: Mr Lui Fu On 2. Focus group leaders: Ms Mak Fung Lan

2.

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
<b>Enhancing students' English Language proficiency</b>	To foster junior/senior secondary students' interest in learning English; possible programmes are English through: film script-writing; rap singing, radio programme; thinking skills; poetry; on-line learning, drama, debate etc	<ol style="list-style-type: none"> <li>To employ part-time native speakers or native-like speakers as tutors to help English teachers conduct after-school /Saturday programmes</li> <li>To hire services from outside agencies</li> </ol>	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 <b>September 2020 to July 2021</b>	<b>Salary of tutors for the year: \$50,000</b>  \$600 per hour, for native speakers/ native-like speakers with expertise in a special field; \$400 per hour, for native speakers without expertise; \$300 per hour for graduates and \$200 per hour for non-graduates; 1.5 hr/session; 3 hr/week or 15 hr/month (actual number of sessions may vary).	<ol style="list-style-type: none"> <li>Students are generally able to cope with the task in using English products</li> <li>Quality of products</li> </ol>	<ol style="list-style-type: none"> <li>Assessments of students' performance by tutors</li> <li>Students' participation in and feedback on the English programmes</li> <li>Progress reports from teacher-in-charge</li> </ol>	Mr Lui Fu On

3.

Task Area	Major Area of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
<b>Enhancing students' interest in learning Chinese Culture</b>	To cope with diversities of junior secondary students (S1 and S2) in learning Chinese culture.	To employ a part-time tutor or qualified teacher to conduct after-school lessons.	<ol style="list-style-type: none"> <li>1. Reduction of workload of Chinese teachers;</li> <li>2. Opportunities for students to enhance their interest in learning Chinese Language and Chinese culture;</li> <li>3. Opportunities for students to improve language proficiency;</li> <li>4. Opportunities for students to reflect on Chinese culture.</li> </ol>	The tutor assists Chinese teachers to conduct lessons after school from <b>October 2020 to May 2021</b>	<b>Salary of tutors for the year: \$6,600</b>  \$550 per hour for experienced qualified teacher; \$440 per hour for qualified teacher; \$330 per hour for graduates;  1 hr./ lesson; total 12 hours.	<ol style="list-style-type: none"> <li>1. A variety of teaching materials about Chinese culture have been developed.</li> <li>2. Students' sentiment of Chinese culture and language skills has been improved.</li> <li>3. Students have developed basic foundation for learning in senior form.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assessments of students' performance in lessons and homework.</li> <li>2. Students' participation in the lesson and feedback on the programme.</li> <li>3. Feedback from subject teacher.</li> <li>4. Tutor evaluation.</li> </ol>	Ms Chan Ka Yan
<b>Enhancing students' Chinese Language proficiency</b>	1. To assist junior secondary students (S1	To employ part-time tutors to help Chinese teachers	Reduction of teaching workload of Chinese	The tutors assist Chinese teachers to conduct three Chinese tutorial	<b>Salary of tutors for the year: \$15,840</b>  \$440 per hour for	Students are generally able to cope with the difficulties in	1. Assessments of students' performance in lessons and	Mr Wong Chi Wing

	to S3) to cope with the difficulties in learning Chinese	conduct the after-school tutorial classes.	teachers in terms of extra Chinese lessons so that they can pay more attention on individual needs.	classes after school from <b>October 2020 to May 2021</b>	qualified teacher; \$330 per hour for graduates; \$220 per hour for non-graduates;  1.5hrs / lesson; 8 lesson/term; total 72 hours (Actual number of lessons may vary).	learning Chinese and cope with the average class progress.	homework. 2. Students' participation in and feedback on the Chinese tutorial classes. 3. Feedback from Subject teacher. 4. Tutor evaluation.	
	2. 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 teaching 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 <b>October 2020 to May 2021</b>	Salary of tutors for the year: <b>\$20,000</b> \$440 per hour for graduates with particular expertise; \$400 per hour for non-graduates with particular expertise; 45-50 hours in total (actual number of lessons may vary).	1. Performance of the debating members in the debating competition. 2. Number of students participating in the training and the competition. 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

4.

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
<b>Enhancing students' basic competency in Mathematics</b>	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 pay more attention on individual needs	The tutors assist Mathematics teachers to conduct Mathematics tutorial classes after school from <b>October 2020 to May 2021</b>	Salary of tutors for the year: <b>\$23,760</b> (\$330 per hour for graduates, \$220 per hour for non-graduates; 72 hours in total from Oct. to May; 72 tutorial classes; 1 hr./class)	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"> <li>1. Assessments of students' performance in lessons and homework</li> <li>2. Students' participation in and feedback on the Mathematics tutorial classes</li> <li>3. Subject teacher evaluation</li> <li>4. Tutor evaluation</li> </ol>	Mr. Fong Hing Pan and Mr. Chong Choi

5.

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
<b>Enhancing school team members' (Junior Forms) academic performance</b>	To assist junior school team members (S1 to S3) to cope with the difficulties in academic learning	To employ tutors to support school team members' academic performance	<ol style="list-style-type: none"> <li>1. Help the junior school team members handle their homework and support their academic needs</li> <li>2. Help students to balance their academic and extra-curricular activities</li> </ol>	<p>From <b>September 2020 to August 2021</b></p> <p>No. of weeks: 20  - 10 weeks in 1<sup>st</sup> term and 10 weeks in 2<sup>nd</sup> term  - 4 hours per week</p>	<p>Salary of tutors for the year: <b>\$20,000</b></p> <p>Salary for the tutor: \$220-\$250/hour</p> <p>20 x 4 x \$250 = \$20,000</p>	<ol style="list-style-type: none"> <li>1. Students are generally able to cope with the difficulties in learning</li> <li>2. Students can hand in their homework on time</li> </ol>	To conduct a survey on the views of the students on the quality and effectiveness of the tutorial class	Ms Lee Wai Chi, Ms Chau Sau Ying, Mr Ho Man Lok

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Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
<b>Adopting I.T. in learning and teaching</b>	1. To assist teachers to produce IT-related teaching and learning materials 2. To assist IT-related activities and manage IT facilities	To employ one IT assistant: 1. to assist teachers in using mobile devices in classroom 2. to assist subject teachers in producing IT-related teaching and learning materials (e.g. videos) 3. to assist teachers in video taking and editing of school activities (e.g. SBA)	1. Relieving teachers' workload in doing clerical tasks such as inputting data, generating report and scanning documents 2. Relieving teachers' workload in preparing web-based teaching and learning materials, video taking and editing tasks 3. Relieving teachers' time in handling mobile devices in classrooms	From <b>September 2020 to August 2021</b>	Salary for one year: <b>\$166,320</b> (\$13,200 per month and 5% MPF)	1. The efficiency of producing IT teaching materials has been increased. 2. The quality of the teaching materials and videos produced has been enhanced. 3. Teachers' interest and capacity in using mobile devices in classrooms have been boosted.	1. Performance appraisal of the IT assistant 2. List of IT teaching materials produced	Mr Mak Mang Tao and Mr Chiu Chun Wai

7.

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
<b>Promoting e-learning and offer assistance in developing Campus TV</b>	<ol style="list-style-type: none"> <li>To assist teachers in producing videos in learning</li> <li>To assist, coach and support MMPT in producing videos</li> <li>To assist the development of campus TV.</li> </ol>	<p>To employ one part time Campus TV assistant:</p> <ol style="list-style-type: none"> <li>to assist teachers to produce teaching videos</li> <li>to assist, coach and support MMPT in editing school videos and shooting.</li> </ol>	<ol style="list-style-type: none"> <li>Reduction of workload of teachers in producing teaching videos.</li> <li>Promoting extra-curricular activities in school.</li> <li>Help to assist and supervise students to produce more professional videos.</li> </ol>	From <b>September 2020 to June 2021</b>	<p>Salary for the year: <b>\$68,796</b></p> <p>Hourly salary is HK\$130. Total working hours per month is 48. (\$6,240 per month)</p> <p>Employer's contribution to MPF is HK\$312. The school pays \$6,552 per month or <b>HK\$68,796</b> in 10.5 months.</p>	<ol style="list-style-type: none"> <li>To produce school videos and teaching videos effectively.</li> <li>To raise students' activity participation rate.</li> <li>To raise students' interest in video production.</li> </ol>	<ol style="list-style-type: none"> <li>Performance appraisal of Campus TV assistant.</li> <li>Evaluation of students' participation and their feedback on school activities.</li> <li>Performance in different video competitions</li> </ol>	Mr Chiu Chun Wai and Mr Mak Mang Tao



8.

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
<b>Library Assistant</b>	The recent educational reforms and the New Senior Secondary Curriculum require students to do a lot of reading and research. Support for the librarian will create a more dynamic library and heighten its purpose	To employ one highly motivated assistant to help with clerical tasks such as wrapping up books, shelving, organizing rosters of student helpers, training and supervising student helpers, arranging newspaper subscription and distribution, updating display boards, maintaining an attractive and welcoming library environment, and other duties as directed	<ol style="list-style-type: none"> <li>1. The library opening hours and dates can be extended and the library will be supervised at all times</li> <li>2. Reduction of the day to day clerical workload of librarian in order to free that person to work closely with panel chairpersons in the selection, purchase and promotion of library materials and services</li> <li>3. More students will be attracted to visit the library</li> </ol>	From <b>September 2020 to August 2021</b>	Salary for one year: <b>\$112,770</b> (\$8,950 per month and 5% MPF)	<ol style="list-style-type: none"> <li>1. Increased number of students using the library</li> <li>2. Increased number of items being borrowed.</li> <li>3. More library-related activities are held</li> <li>4. Regular updating of library noticeboards both within and outside the library</li> <li>5. Additional services and promotion being offered to the students in the form of extended library hours</li> </ol>	<ol style="list-style-type: none"> <li>1. Performance appraisal</li> <li>2. Records of student borrowings</li> <li>3. Evaluation of students' and staff's participation in, and their feedback on, library activities</li> </ol>	Ms Lee Suk 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
<b>Coping with diverse and special learning needs of students</b>	To raise students' interest and enhance their potentials in extra-curricular activities	To employ one activity assistant to help with organizing activities and handle administrative work of ECA Committee (e.g. input SLP data & records)	<ol style="list-style-type: none"> <li>1. Reduction of workload of teachers in organizing school activities and inter-school competitions.</li> <li>2. Promoting extra-curricular activities in schools.</li> <li>3. Reduction of teaching workload so that teachers can organize more activities.</li> <li>4. Help to assist &amp; supervise students in extra-curricular activities</li> </ol>	From <b>September 2020 onward for 1 year.</b>	Salary for one year: <b>\$178,920</b> (\$14,200 per month and 5% MPF)	<ol style="list-style-type: none"> <li>1. To organize school activities and inter-school competitions more effectively.</li> <li>2. To raise students' activities participation rate.</li> <li>3. To raise students' interest in extra-curricular activities</li> </ol>	<ol style="list-style-type: none"> <li>1. Performance appraisal of activity assistant</li> <li>2. Records of student activities</li> <li>3. Evaluation of students' participation in and their feedback on school activities.</li> <li>4. Performance in inter-school competition and extra-curricular activities</li> </ol>	Miss Sun Mei Tai