

Plan on Use of Capacity Enhancement Grant 2021/2022

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 junior secondary students (S1 and S2) 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 September 2021 to May 2022	Salary of tutors for the year: \$34,650 \$550 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: Mr Lui Fu On 2. Focus group leaders: Ms Cheung Pui Wing (S1) Ms Hon Po Yee (S2) Ms Lo Bernice (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 English through: film script-writing; rap singing, radio programme; thinking skills; poetry; on-line learning, drama, debate etc	<ol style="list-style-type: none"> To employ part-time native speakers or native-like speakers as tutors to help English teachers conduct after-school /Saturday programmes 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 2021 to July 2022	<p>Salary of tutors for the year: \$50,000</p> <p>\$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;</p> <p>1.5 hours per session; actual number of sessions may vary.</p>	<ol style="list-style-type: none"> Students are generally able to cope with the task in using English products Quality of products 	<ol style="list-style-type: none"> Assessments of students' performance by tutors Students' participation in and feedback on the English programmes Progress reports from teacher-in-charge 	Team leader: 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
Enhancing students' interest in learning Chinese Culture	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"> 1. Reduction of workload of Chinese teachers; 2. Opportunities for students to enhance their interest in learning Chinese Language and Chinese culture; 3. Opportunities for students to improve language proficiency; 4. Opportunities for students to reflect on Chinese culture. 	The tutor assists Chinese teachers to conduct lessons after school from October 2021 to May 2022	Salary of tutors for the year: \$7,700 \$550 per hour for experienced teachers; \$440 per hour for post-graduates/qualified teachers; \$250-\$330 per hour for undergraduates/graduates; 1 hr./ lesson; total 14 hours.	<ol style="list-style-type: none"> 1. A variety of teaching materials about Chinese culture have been developed. 2. Students' sentiment of Chinese culture and language skills has been improved. 3. Students have developed basic foundation for learning in senior form. 	<ol style="list-style-type: none"> 1. Assessments of students' performance in lessons and homework. 2. Students' participation in the lesson and feedback on the programme. 3. Feedback from subject teacher. 4. Tutor evaluation. 	Mr Poon Kam Lun
Enhancing students' Chinese Language proficiency	1. To assist junior secondary students (S1 to S3) to cope with the difficulties in learning	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 pay more attention on individual needs.	The tutors assist Chinese teachers to conduct three Chinese tutorial classes after school from October 2021 to May 2022	Salary of tutors for the year: \$23,760 \$550 per hour for experienced teachers; \$440 per hour for post-graduates/qualified teachers; \$250-\$330 per	Students are generally able to cope with the difficulties in learning Chinese 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 	Mr Wong Chi Wing

	Chinese.				hour for undergraduates/ graduates; 1.5hrs / lesson; 8 lesson/term; total 72 hours (Actual number of lessons may vary).		the Chinese tutorial classes. 3. Feedback from Subject teacher. 4. Tutors 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 October 2021 to May 2022	Salary of tutors for the year: \$20,000 \$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 teacher -in-charge 2. Students' participation in and feedback 3. Questionnaire s 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
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 pay more attention on individual needs	The tutors assist Mathematics teachers to conduct Mathematics tutorial classes after school from October 2021 to May 2022	Salary of tutors for the year: \$23,760 \$250-\$330 per hour for undergraduate s/ 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	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 and Mr. Leung Man Hau

5.

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Promoting e-learning and offer assistance in developing Campus TV	<ol style="list-style-type: none"> To assist teachers in producing videos in learning To assist, coach and support MMPT in producing videos To assist the development of campus TV. 	<p>To employ one part time Campus TV assistant:</p> <ol style="list-style-type: none"> to assist teachers to produce teaching videos to assist, coach and support MMPT in editing school videos and shooting. 	<ol style="list-style-type: none"> Reduction of workload of teachers in producing teaching videos. Promoting extra-curricular activities in school. Help to assist and supervise students to produce more professional videos. 	From September 2021 to August 2022	<p>Salary for the year: \$118,796</p> <p>Hourly salary is HK\$130.</p>	<ol style="list-style-type: none"> To produce school videos and teaching videos effectively. To raise students' activity participation rate. To raise students' interest in video production. 	<ol style="list-style-type: none"> Performance appraisal of Campus TV assistant. Evaluation of students' participation and their feedback on school activities. Performance in different video competitions 	Mr Chiu Chun Wai and Mr Mak Mang Tao

6.

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Library Assistant	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"> 1. The library opening hours and dates can be extended and the library will be supervised at all times 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 3. More students will be attracted to visit the library 	From September 2021 to August 2022	Salary for one year: \$119,070 (\$9,450 per month and 5% MPF)	<ol style="list-style-type: none"> 1. Increased number of students using the library 2. Increased number of items being borrowed. 3. More library-related activities are held 4. Regular updating of library noticeboards both within and outside the library 5. Additional services and promotion being offered to the students in the form of extended library hours 	<ol style="list-style-type: none"> 1. Performance appraisal 2. Records of student borrowings 3. Evaluation of students' and staff's participation in, and their feedback on, library activities 	Ms Lee Suk Man

7.

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Coping with diverse and special learning needs of students	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 Maths, Science, PE and ECA Committee (e.g. input SLP data & records)	<ol style="list-style-type: none"> 1. Reduction of workload of teachers in organizing school activities and inter-school competitions. 2. Promoting extra-curricular activities in schools. 3. Reduction of teaching workload so that teachers can organize more activities. 4. Help to assist & supervise students in extra-curricular activities 	From September 2021 onward for 1 year.	Salary for one year: \$183,960 (\$14,600 per month and 5% MPF)	<ol style="list-style-type: none"> 1. To organize school activities and inter-school competitions more effectively. 2. To raise students' activities participation rate. 3. To raise students' interest in extra-curricular activities 	<ol style="list-style-type: none"> 1. Performance appraisal of activity assistant 2. Records of student activities 3. Evaluation of students' participation in and their feedback on school activities. 4. Performance in inter-school competition and extra-curricular activities 	Miss Sun Mei Tai