Task Area
Teaching Assistant for English Department and LAC

Major Area of Concern
To facilitate the work of the English department and the other EMI departments, with particular concern in the following areas:
- LAC Reading Scheme
- Reading Pal
- Matters related to cross-curricular collaboration between English and other EMI content-based subjects
- SBA, TSA, NSS
- ERS
- Remedial and enrichment classes
- Substitute Teacher
- Supervision of after-school / lunch time MMLC lessons
- Supervision of lessons for those S5 and S6 students who have dropped their 2nd or 3rd elective
- Preparation of course materials and supplementary materials
- Clerical and administrative duties of the department and the school

Implementation Plan
A teaching assistant will be employed from September to July

Benefits anticipated
1. Teachers’ extra workload will be relieved
2. Students will be better supervised and taken care of in after-school / lunch time learning activities

Implementation Schedule
September 2016 to August 2017

Resources Required
Salary - $14,000 x 12 x 1.05 = $176,400

Performance Indicators
Teachers’ feedback
Appraisal report

Person-in-charge
Mrs. Siu Lam Lai-kei, Mrs. Ma Leung Po Ling
Use of Capacity Enhancement Grant 2016-17
Employment of Teaching Assistant (Liberal Studies)
Proposal 2

**Aim**
Enhancement of teacher capacity.

**Implementation Plan:**
A teaching assistant is employed
1. to assist teachers in preparing teaching materials for senior and junior forms especially on project learning.
2. to assist teachers in running lesson-time class activities or after-school LS activities especially on Saturday.
3. to assist department to take minutes.
4. to assist department in running LS Club for organizing activities.

**Benefits Anticipated**
1. Teacher workload could be reduced in less administrative work.
2. Establish various resources and materials for LS.
3. Better support in enrichment to students taking LS.

**Implementation Schedule**
From 1 September 2016 to 31 August 2017

**Resources Required**
1. Salary - $14,000 x 12 x 1.05 = $176,400

**Performance Indicators**
1. Delivery of data/resource materials.
2. Number of hours in conducting extensive activities of LS.

**Assessment Mechanism**
1. Teachers’ feedback on the material produced.
2. Students’ participation.
3. Performance appraisal on the teacher assistant by LS panel head.

**Person-in-charge**
Mrs. LI KO Hui-yan
Aim
Enhancement of teacher capacity

Implementation Plan:
A teaching assistant is employed
1. to assist teachers in preparing teaching materials in teaching.
2. to assist Mathematics teachers in running after-school tutorial lessons and related activities.
3. to provide administrative and clerical supports to department, such as taking minutes, typing and filing etc

Benefits anticipated
1. Teachers’ workload can be reduced
2. Better support in enrichment and remedial measures to students
3. Better support in conducting measures related to school major concerns

Implementation Schedule
9/2016 to 8/2017

Resources required
Salary - $14,000 x 12 x 1.05 = $176,400

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

Assessment Mechanism
1. Teachers’ feedback on the materials produced
2. Students’ participation
3. Performance appraisal on the teaching assistant

Persons-in-charge
Mr. Tang Shu Yan
Miss Shiu Sheung Yeung
Aim
Enhancement of teacher capacity

Implementation Plan:
A teaching assistant is employed
1. to assist teachers in preparing teaching materials for Physics, Chemistry, Biology, Combined Science (Chem/Bio) and Integrated Science (I.S.) in teaching.
2. to assist Science teachers in organizing and running science related activities, practical examinations and after-school tutorial classes.
3. to assist departments to build up questions bank, to scan department / KLA document (minutes, laboratory inspection record, examination papers and test papers) in electronic form and to analyze data collected through questionnaire.

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

Implementation Schedule
9/2016 to 8/2017

Resources required
Salary - $14,000 x 12 x 1.05 = $176,400

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

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

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.)
Use of Capacity Enhancement Grant 2016-17

Employment of a Teaching Assistant (MCED & Chinese)

Proposal 5

Aim
Enhancement of teacher capacity

Implementation Plan:
A teaching assistant is employed
1. to assist teachers in preparing teaching materials for moral and civic education lessons and Chinese lessons
2. to assist teachers in running lesson-time class activities, after-school Chinese related activities and activities held especially on Saturdays.
3. to assist Moral and Civic Education Committee in running Lei Tak Association for organizing activities, especially those held on Saturdays.
4. to assist Moral and Civic Education Committee and Chinese Department to build up question bank, to scan department documents such as minutes, examination papers and test papers into electronic form and to analyze data collected through questionnaires.
5. to assist Moral and Civic Education Committee and Chinese Department to take minutes.

Benefits Anticipated
1. Teacher workload could be reduced.
2. Systematic organisation and storage of various resources and materials.
3. Better support in carrying out measures related to school major concerns could be given.

Implementation Period
From 1st September, 2016 to 31st August, 2017

Expenses
Salary - $14,000 x 12 x 1.05 = $176,400

Performance Indicators
1. Punctual and accurate delivery of data/resource materials.
2. Number of hours in conducting extensive activities for the committee and the department.
3. Satisfactory Response from the members of Moral and Civic Education Committee and Chinese Department.

Assessment Mechanism
1. Teachers’ feedback on the material produced
2. Students’ participation
3. Performance appraisal by MCEd Committee head / Chinese Department panel head

People-in-charge: Miss Lai Mei Fung  Miss Chan Man Ki
Aim

Enhancement of teacher capacity.

Implementation Plan: Employment of a Teacher Assistant

1. To assist teachers in preparing teaching materials for EMI teaching for PSHE subjects.
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 substation.
6. To assist teachers to supervise the post-Mock revision for S6.
7. To assist the implementation of Project Learning in LS (S2-S3) and cross-subjects activities.
8. To assist form teachers to collect school circulars.
9. To assist Committees to take minutes.

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 banks, and resource materials for PSHE subjects.
3. Better support in enrichment and remedial measures to students.
4. Better support in conducting measures related to school major concerns.

Implementation Schedule
From September 2016 to August 2017

Resources Required
Salary - $14,000 x 12 x 1.05 = $176,400

Performance Indicators
1. Delivery of data / question banks / resources 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.

Assessment Mechanism
1. Teachers’ feedback on the materials produced.
2. Students’ participation.
3. Performance appraisal on the teacher assistant by the relevant panel heads / Committee heads.

Person-in-charge
Mr. CHEUNG Ka-lok
Aim
Enhancement of teacher capacity.

Major Area of Concern
To facilitate the work of the career and life planning education.

Implementation Plan
A teaching assistant will be employed from September to August.

Benefits anticipated
1. More support in conducting career activities organized by the Career Committee.
2. Students will be better supervised and taken care of in career activities.

Implementation Schedule
September 2016 to August 2017

Resources Required
Salary - $14,000 x 12 x 1.05 = $176,400

Performance Indicators
1. Number of hours in conducting related activities organized by the Careers Committee.
2. Number of invigilation hours / substitution lessons provided by the teacher assistant.

Assessment Mechanism
1. Students’ participation in activities organized.
2. Performance appraisal on the teacher assistant by the relevant heads.

Person-in-charge
Mrs. Loo Wong Hang Shan
Aim
Enhancement of teacher capacity.

Major Area of Concern
1. To assist teachers in preparing e-Learning teaching and learning materials
2. To assist teachers in preparing lesson plan on Learning Management System (LMS)
3. To assist teachers in conducting e-Learning lessons
4. To facilitate the preparation work of S1-3 Life-wide Learning Day and S1-3 Project Learning
5. To support the e-Learning sharing seminar / workshop among teachers

Implementation Plan
A teaching assistant will be employed from September to August

Benefits anticipated
1. Better support in Learning Management System (LMS) and Management Device Management (MDM)
2. Establish e-Learning resources and materials for different subjects
3. Better support in conducting e-Learning lessons

Implementation Schedule
September 2016 to August 2017

Resources Required
Salary - $14,000 x 12 x 1.05 = $176,400

Performance Indicators
1. Delivery of e-Learning teaching materials
2. Number of hours in conducting e-Learning lessons / activities
3. Satisfaction of teachers

Assessment Mechanism
1. Teachers’ feedback on the materials produced.
2. Performance appraisal on the teacher assistant by the relevant panel heads

Person-in-charge
Mr. Hung Shu, Mr. Wan Tak Kin
Task Area
Multiple-Intelligence Development (Bodily-kinesthetic intelligence)

Major Area of Concern
Enhance teachers’ capacity in school team’s training and improve the efficacy of the P.E. Department.

Implementation Plan
One part-time sport assistant is employed to:
1. Provide support in school team training
2. Assist teachers in leading students to different competitions
3. Assist in the events of athletic meets and swimming gala
4. Assist in managing PE assets and clerical work

Benefits Anticipated
Support to the athletes and the department are expected.

Implementation Schedule
September 2016 to August 2017

Resources Required
Basic salary: $50 \times 48 \text{ hours/month} \times 8\text{ months}
Total: $19,200.

Performance Indicator
Satisfaction of PE teachers

Teacher-in-charge
Mrs. P. Y. Kwok
Use of Capacity Enhancement Grant 2016-17

English Magazine Production Course (S2-S3)
Proposal 10

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

Implementation Plan
1. Two classes of 8 90-minute sessions will be held on Saturday morning:
   for S2 and S3 students
2. Class size: 18 to 20 students

Benefits Anticipated
The group of participants will learn to write, 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.

Implementation Schedule
Oct 2016 to Dec 2016

Resources Required
Programme Fee - $1,000 x 12 hours x 2 = $24,000.
Design fee = $2,000.
Publication Cost - $70 x 100 = $7,000. (preferably coloured pages)
(more copies may be required for school promotion purpose)
Total - $33,000

Person-in-charge
Mrs. Ma Leung Po Ling

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

Successful Criteria
90% 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 2016-17

Reading Pal Tutor Training
Proposal 11

Task Area
English Reading Pal Tutor Training

Major Area of Concern
To provide training for a selected group of S3 and 4 students as English “reading tutors” on how to lead a small group of S1 students in areas of English reading strategies, reading aloud skills, leadership and communication skills.

Implementation Plan
- Three 2-hour training workshops on introducing the program and ways to implement this program effectively.

Benefits anticipated
- A group of English reading pal tutors will be trained to help the junior form students in English reading and speaking skills
- Students involved, both tutors and tutees, will have better performance in speaking skills
- Tutors will have improvement in leadership and organization skills

Implementation Schedule
July and August 2016

Resources Required
$800 x 6 = $4,800

Successful Criteria
Tutors will conduct the English reading sharing session in the morning reading period once a week. Their performance and effectiveness of the scheme will be assessed in the mid-term and year end by evaluation questionnaires and English speaking examination performance. 90% of students are satisfied with the course and find the scheme useful.

Person-in-charge
Mrs. Siu Lam Lai-kei, Mrs. Ma Leung Po Ling
Task Area

An English programme targeted at the above-average students to enhance their interest in language arts and confidence in speaking.

Implementation Plan
3. Two classes of 8 90-minute sessions will be held on Saturday
4. Class size: 15-20 students

Benefits Anticipated
The group of participants will have in-depth training in techniques of English story-telling and confidence building. Their interest in language arts will be enhanced. A better examination performance is also expected in the English oral examination.

Implementation Schedule
Oct 2016 to Dec 2016

Resources Required
Programme Fee - $800 x 1.5 hours x 8 sessions x 2 = $19,200.
Total - $19,200.

Person-in-charge
Mrs. Ma Leung Po Ling

Performance Indicators
4. Assessment report given by the service provider
5. Participants’ feedback
6. Participants’ performance in examinations

Successful Criteria
90% of students or above will find the course useful and can demonstrate an improvement in oral performance.
Task Area
English Writing tutorial class for average and lower achievers of S5 students

Major Area of Concern
To enhance students’ English writing proficiency

Implementation Plan
5. Two identical classes will be held for S5 students in each designated period
6. Class size: around 10-12 students a class.
7. Six 2-hour sessions held on Saturday morning for each class
   Mid-Oct to Dec – Short Stories & Popular Culture
   Mid-March to May – Social Issues

Benefits anticipated
Students will be better equipped for the English writing paper of DSE.

Implementation Schedule
Mid-October to December 2016 and Mid-March to May 2017

Resources Required
Salary for tutors
$1,200 x 6 x 2 = $14,400

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.

Person-in-charge
Mrs. Siu Lam Lai-kei

Successful Criteria
90% of students are satisfied with the course and 70% demonstrate a progress as shown in their English writing examination
Task Area
Mathematics Enrichment Programme for Junior form able students.

Major Area of Concern
To enhance students’ ability on problem solving and logic thinking.

Implementation Plan
1. Class size: around 20 students a class.
2. 10 sessions held on weekday afterschool.
3. Each session lasts for 75 minutes.

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

Implementation Schedule
Early October 2016 to April 2017

Resources Required
Salary for tutor – $600 × 8  = $4800  ($600 per session)

Performance Indicators
1. Feedback from course participants.
2. Post test result from course participants.

Person-in-charge
Miss Shiu Sheung Yeung
Use of Capacity Enhancement Grant 2016-17
Extended Training for School Teams
Proposal 15

Aim: To provide systematic and professional training programme for school teams

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.

Implementation Plan
Coaches will be hired to train the members of the following teams throughout the school year:

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

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

Budget

<table>
<thead>
<tr>
<th>Brief Description of items required</th>
<th>Estimated Unit Price ($)</th>
<th>Quantity Required (hrs)</th>
<th>Estimated Amount ($)</th>
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<td><strong>Coach Fee</strong></td>
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<td></td>
</tr>
<tr>
<td>Basketball Team</td>
<td>200/hr</td>
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<td>Swimming Team</td>
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<td>Table Tennis Team</td>
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<tr>
<td>Volleyball Team</td>
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<td>120</td>
<td>24,000</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>87,000</strong></td>
</tr>
</tbody>
</table>

Success Criteria:
Students’ satisfaction towards the trainers and also their results in inter-school competitions.
Better results in the inter-school competitions and the open competitions as compared to last year.

Teacher in-charge: Mrs. P. Y. Kwok