

Use of Capacity Enhancement Grant 2017-18
Employment of Teaching Assistant (English)
Proposal 1

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 & English Extensive Reading Scheme
- Matters related to cross-curricular collaboration between English and other EMI content-based subjects
- SBA, TSA, DSE
- Remedial and enrichment classes
- Substitute teacher and supervision of after-school / lunch time lessons
- 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 2017 to August 2018

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 2017 to August 2018

Resources Required

Salary(with MPF) - $\$15,000 \times 12 \times 1.05 = \$189,00.00$

Performance Indicators

Teachers' feedback & Appraisal report

Person-in-charge

Miss Leung Po Ling & Mr. Chan Ki Yeung

Use of Capacity Enhancement Grant 2017-18
Employment of a Teacher Assistant (LS)
Proposal 2

Aim

Enhancement of teacher capacity.

Implementation Plan :

1. To assist teachers in preparing teaching materials for senior and junior forms, especially learning materials for NEC student(s).
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 2017 to 31 August 2018

Resources Required

1. Salary(with MPF) - $\$15,000 \times 12 \times 1.05 = \$189,00.00$

Performance Indicators

1. Delivery of data/resource materials.
2. Number of hours in conducting extensive activities of LS.
3. Satisfactory of LS teachers.

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

Use of Capacity Enhancement Grant 2017-18
Employment of a Teaching Assistant (Mathematics)
Proposal 3

Aim

Enhancement of teacher capacity

Implementation Plan :

Employment of a Teaching Assistant

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

9/2017 to 8/2018

Resources required

Salary(with MPF) - $\$15,000 \times 12 \times 1.05 = \$189,00.0$

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

Use of Capacity Enhancement Grant 2017-18
Employment of a Teaching Assistant (Science)
Proposal 4

Aim

Enhancement of teacher capacity

Implementation Plan : Employment of a Teaching Assistant

1. To assist teachers in preparing teaching materials for Physics, Chemistry, Biology, and Integrated Science (I.S.) in teaching.
2. To assist Science teachers in organizing and running science and STEM related activities, practical examinations, project learning, 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

9/2017 to 8/2018

Resources required

Salary(with MPF) - \$15,000 x 12 x 1.05 = \$189,00.00

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 2017-18
Employment of a teacher assistant (PSHE)
Proposal 5

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 substitution.
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 2017 to August 2018

Resources Required

Salary(with MPF) - $\$15,000 \times 12 \times 1.05 = \$189,00.00$

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

Use of Capacity Enhancement Grant 2017-18
Employment of Teaching Assistant (**e-Learning**)
Proposal 6

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 2017 to August 2018

Resources Required

Salary(with MPF) - $\$15,000 \times 12 \times 1.05 = \$189,00.00$

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

Use of Capacity Enhancement Grant 2017-18
Employment of Teaching Assistant (CLP)
Proposal 7

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 2017 to August 2018

Resources Required

Salary(with MPF) - $\$15,000 \times 12 \times 1.05 = \$189,00.00$

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

Use of Capacity Enhancement Grant 2017-18
Employment of Teaching Assistant (MCED and Chinese)
Proposal 8

Aim

Enhancement of teacher capacity

Implementation Plan:

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. Better support in carrying out measures related to school major concerns could be given.

Implementation Period

From 1st September, 2017 to 31st August, 2018

Expenses

Salary(with MPF) - \$15,000 x 12 x 1.05 = \$189,00.00

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

Use of Capacity Enhancement Grant 2017-18
Employment of Sport Assistant
Proposal 9

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 2017 to August 2018

Resources Required

Basic salary: \$60 x 45 hours/month x 8 months

Total: \$21,600.

Performance Indicator

Satisfaction of PE teachers

Teacher-in-charge

Mrs. P. Y. Kwok

Use of Capacity Enhancement Grant 2017-18
Reading Pal Tutor Training
PROPOSAL 10

Task Area

English Reading Pal Tutor Training

Major Area of Concern

To provide training for a selected group of S2 and 3 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 2017

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

Miss Leung Po Ling & Mr. Chan Ki Yeung

Use of Capacity Enhancement Grant 2017-18

Story Telling Class (S1) Proposal 11

Task Area

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

Implementation Plan

1. 2 classes of 8 90-minute sessions will be held on Saturday
2. Class size: 12 students

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.

Implementation Schedule

Oct 2017 to Dec 2017

Resources Required

Programme Fee - \$900 x 1.5 hours x 8 sessions x 2 = \$21,600.
Total - \$21,600.

Person-in-charge

Miss Leung Po Ling & Mr. Chan Ki Yeung

Performance Indicators

1. Assessment report given by the service provider
2. Participants' feedback
3. Teachers' feedback on class performance

Successful Criteria

90% of students or above will find the course useful and can demonstrate an improvement in oral performance.

Use of Capacity Enhancement Grant 2017-18

English Ambassador (S2)

Proposal 12

Task Area

An English programme targeted at the above-average students to develop their communication skills and public speaking skills. They also learn how to conduct English activities.

Implementation Plan

1. ONE class of eight 90-minute sessions will be held on Saturday
2. Class size: 20 students

Benefits Anticipated

The group of participants will have in-depth training in interacting with others and speaking in public. Improvement in their speaking skills and confidence is expected in the oral examination. Participants may also help in conducting English-related activities in school.

Implementation Schedule

Oct 2017 to Dec 2017

Resources Required

Programme Fee - \$1,000 x 1.5 hours x 8 sessions = \$12,000.

Total - \$12,000.

Person-in-charge

Miss Leung Po Ling & Mr. Chan Ki Yeung

Performance Indicators

1. Assessment report given by the service provider
2. Participants' feedback
3. Teachers' feedback on class performance

Successful Criteria

90% of students or above will find the course useful and can demonstrate an improvement in oral performance.

Use of Capacity Enhancement Grant 2017-18

Docudrama Course (S3 & 4) PROPOSAL 13

Task Area

An English programme targeted at the above-average students to enhance their interactional speaking skills in stress and intonation. Students will also write scripts for social issues they choose for the drama production.

Implementation Plan

1. ONE class of eight 90-minute sessions will be held on Saturday
2. Class size: 20 students

Benefits Anticipated

The group of participants will have in-depth training in learning script writing and interacting with others in specific context. Improvement in their speaking skills and confidence is expected in the oral examination.

Implementation Schedule

Oct 2017 to Dec 2017

Resources Required

Programme Fee - \$1,000 x 1.5 hours x 8 sessions = \$12,000.
Total - \$12,000.

Person-in-charge

Miss Leung Po Ling & Mr. Chan Ki Yeung

Performance Indicators

1. Assessment report given by the service provider
2. Participants' feedback
3. Teachers' feedback on class performance

Successful Criteria

90% of students or above will find the course useful and can demonstrate an improvement in oral performance.

Use of Capacity Enhancement Grant 2017-18

English Writing tutorial class PROPOSAL 14

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

1. Two identical classes will be held for S5 students in each designated period
2. Class size: around 10-12 students a class.
3. Six 2-hour sessions held on Saturday morning for each class
4. Mid-Oct to Dec – Short Stories & Popular Culture
5. 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 2017 and Mid-March to May 2018

Resources Required

Salary for tutors
 $\$1,300 \times 6 \times 2 = \15600

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

Miss Leung Po Ling & Mr. Chan Ki Yeung

Successful Criteria

90% of students are satisfied with the course and 70% demonstrate a progress as shown in their English writing examination

Use of Capacity Enhancement Grant 2017-18

Mathematics Enrichment Programme Proposal 15

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. 9 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 2017 to April 2018

Resources Required

Salary for tutor – $\$600 \times 9 = \5400 (\$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 2017-18

Extended Training for School Teams

Proposal 16

Aim

To provide systematic and professional training programme for school teams

Major Area of Concern:

1. To provide students with more opportunities to participate in sports so as to promote a sporting culture in school campus;
2. To encourage students to participate in sports on a regular basis and develop a healthy and active lifestyle;
3. To raise the sport performance standard among students and identify potential student athletes for further training

Implementation Plan

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

- a. Basketball Team
- b. Swimming Team
- c. Table Tennis Team
- d. Tennis Team
- e. Volleyball Team
- f. Football
- g. Badminton

Benefits

1. More varieties of training can be provided to talented students.
2. Teachers' burden can be shared with coaches.
3. Better results in the Inter-school and the Open competitions

Budget

Coach Fee required	Estimated Unit price (\$)	Quantity Required (hrs)	Estimated Amount (\$)
a. Basketball Team	200/hr	120	24,000
b. Swimming Team	230/hr	100	23,000
c. Table Tennis Team	2 courses*	81	14,000
d. Tennis Team	210/hr	50	11,000
e. Volleyball Team	200/hr	120	24,000
f. Football	200/hr	60	12,000
g. Badminton	4 courses*	40	6,000
TOTAL			114,000

*School Sports Programme by LCSD and EDB

Success Criteria:

1. Satisfaction from teachers and school team members.
2. Results in inter-school competitions or other open competitions as compared to last year.

Teacher in-charge

Mrs. P. Y. Kwok