

**(1) Work Plan for the Use of Capacity Enhancement Grant**

**Purpose of the grant** : provides the necessary funds to schools to **relieve teachers' workload** so that teachers will have enhanced capacity to concentrate on the following three critical tasks in the education reform - (i) curriculum development, including the integration of information technology in teaching; (ii) enhancing students' language proficiency; and (iii) coping with the diverse and special learning needs of students with varied abilities, ranging from the gifted ones to those with learning difficulties

Major concern	Aim	Implementation Plan	Time of Implementation	Success Criteria	Evaluation Method	Staff Responsible
Enhancing students' language proficiency	To promote the use of IT in teaching and to help teachers with school-based assessment (SBA) work	<p><b>To employ an IT Assistant.</b></p> <ul style="list-style-type: none"> <li>● To help with questionnaire statistics and analysis of all classes.</li> <li>● To assist senior secondary teachers in making SBA videos and filing work.</li> <li>● To make digitalized teaching materials, e.g. scanning, internet, video and CD making.</li> <li>● To mark MC questions and make an analysis.</li> <li>● To assist in the computerized administration work of different departments.</li> <li>● To help with the administration work and class supervision of the School Office.</li> </ul>	1 year	<ul style="list-style-type: none"> <li>● Complete SBA videos making and filing work: 600 hours</li> <li>● Teaching material making: 600 hours</li> <li>● Database development: 400 hours</li> <li>● CD making: 60 hours</li> <li>● MC question marking and analysis: 100 hours</li> <li>● Questionnaire statistics and analysis 100 hours</li> <li>● Administration work: 200 hours</li> <li>● It is more convenient for teachers to use IT in teaching and administration work.</li> </ul>	<ul style="list-style-type: none"> <li>● IT teaching materials are completed with the help of the IT assistants and teachers' evaluation on them.</li> <li>● The quality of SBA files</li> <li>● Chinese and English teachers' opinions</li> </ul>	Ha Chi Hung

Major concern	Aim	Implementation Plan	Time of Implementation	Success Criteria	Evaluation Method	Staff Responsible
Coping with the diverse and special learning needs of students with varied abilities	To address the diverse needs of students	<b>To employ a part-time teacher</b> <ul style="list-style-type: none"> <li>● To take the music lessons of the S1-S2</li> <li>● To be the conductor of the school orchestra, music groups and choir</li> <li>● To take up two classes of the S1 LS lessons</li> </ul>	1 year	<ul style="list-style-type: none"> <li>● To reduce the work load of the existing music teacher who has to focus much on the NSS music elective</li> <li>● To reduce the workload of the existing NSS LS teachers who can spare more time for the implementation of the LS SBA and providing effective feedback to enhance students' learning.</li> </ul>	<ul style="list-style-type: none"> <li>● Lesson observation</li> <li>● Performance of the music groups in school major functions and inter-school competitions</li> <li>● Students' assignment and assessment performance</li> </ul>	Walter Wong  Finsen Wong

2018/19 Remaining Grant	\$ 413,767.61
2019/20 Allocation of the Grant	\$ 634,017.00
Total	\$ 1,047,784.61
2019/20 Estimate Expenditure	\$ 615,400
2019/20 Estimated surplus	\$432,384.61 (To be carried to next year)