

Plan on the Use of Capacity Enhancement Grant (2016-2017)

Name of school: Po Leung Kuk Lee Shing Pik College

Means by which teachers have been consulted: Opinion survey followed by discussion at staff meeting

No of operating classes: 24

Major area of Concern (Teacher-in-charge)	Implementation Plan	Benefits anticipated	Implementation Schedule	Resources required	Performance Indicators	Assessment Mechanism
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Task Area: Curriculum Development

1. Camping Curriculum (Mr. Yeung K. Y.)	<u>Junior Leadership Training Programme</u> a. Adventure-based Camp for aspiring student-leaders b. Leadership workshops for committees' aspiring student-leaders	70 S2-4 students who are committee members of activity groups nominated by school, plus some elite S5 students as group leaders.	One experiencing camp and four training sessions in a course a. Seek quotation from service provider b. Planning the programme c. 4 training workshops and in-camp supervision d. Evaluation	\$23,500	a. Over 90% of participants indicate that the workshops and camp enhance their leadership abilities and skills b. Over 90% of participants are satisfied with the performance of the service provider.	Questionnaire survey on the effectiveness of students' learning outcomes and performance of the service provider.
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Task Area: Students' language proficiency

1. Chinese Language (Ms. Yu W. M.)	Employ a full time assistant teacher / teacher assistant to teach Putonghua and support curriculum work and administrative work of the Department.	The assistant teacher / teacher assistant can help teach Putonghua and prepare teaching aids and materials for junior forms. He or she can help the curriculum development for senior forms and support the paper work of the Department.	a. Employ the assistant teacher / teacher assistant through open recruitment. b. Supervise and monitor the performance of the assistant teacher / teacher assistant through routine checking of his/her work and periodic sharing with him/her.	\$170,000	a. Over 85% of panel members are satisfied with the teacher-assistant's / teacher assistant's performance in teaching Putonghua, preparing teaching materials, and his/her support in relation to curriculum development and administrative work of the Department.	Collection of feedback from all teachers of the Chinese Language Department
2. Group Discussion Training for students (Ms Yu W. M.)	a. Employ 4-5 tutors, each teaching a small group of students in each training session on Saturdays or after school. Each session is divided into 3 parts: brainstorming, discussion and feedback. b. A 30-minute session for junior form students. c. A 45-minute session for senior form students.	Equipping junior secondary students with the basic skills of discussion and senior form students with higher level of discussion skills.	a. Employ discussion group tutors through open recruitment. b. Supervise and monitor the performance of the tutors through periodic class visits and lesson observation.	\$27,090	a. Over 90% of teachers who are involved in this activity are satisfied with the performance of the tutors. b. Over 90% of participants reflect that the training is useful to them. c. Participants with at least 90% of attendance rate shown in the record of learning.	a. Collection of feedback from teachers and students. b. Collection of data on the attendance of participants

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3. English Enhancement Activities (Ms Lai Y. L.)	Hold various activities with medium of instruction in English so as to arouse English environment.	Students with potential in English are identified and nurtured.	<ul style="list-style-type: none"> a. Buy materials for activities. b. Making several quotations from qualified service providers and comparing their instructors' qualifications, covered items, varieties of teaching strategies and assessment methods, etc. c. Monitoring of the service throughout the whole teaching process. d. Teacher-in-charge supports logistics and gives advices on level of materials 	\$21,000	<ul style="list-style-type: none"> a. Participants with at least 85% of attendance rate shown in the record of learning. b. Over 85% of participants are satisfied with the performance of the service provider. c. Over 85% of participants indicate that the course / classes help improve their English proficiency and skills. 	<ul style="list-style-type: none"> a. Collection of feedback from participants. b. Collection of data on the attendance of participants.
4. Language across curriculum (LAC) and English as a medium of instruction (EMI) (Ms. Lai Y. L. and Ms. Lo P. S.)	Employ a teacher assistant to support the development of LAC and EMI	Provide extra tuition to S1-4 students and organize activities to facilitate LAC and the use of EMI.	<ul style="list-style-type: none"> a. Scrutiny of the teaching plans and teaching materials. b. Comments from members of the English Language Department and the related subject panels on the performance of teacher assistant. 	\$170,000	<ul style="list-style-type: none"> Over 85% of the members in the English Department and the related subject panels are satisfied with teacher assistant's performance in <ul style="list-style-type: none"> a. developing materials to facilitate effective teaching and learning in classes using English as MOI. b. ensuring the smooth running of cross-curricular activities. conducting the 	<ul style="list-style-type: none"> a. Collection of feedback from all teachers of the English Language Department and panels of EMI subjects. b. Collection of feedback from participants. c. Collection of data on the attendance of participants.

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					tutorial classes competently	
5. S1-S3 After School Remedial English Classes (Ms Lai Y. L.)	Buy service from professional service providers by means of competitive quotations.	Upgrading students' language proficiency and their command of English in junior forms.	<ul style="list-style-type: none"> a. Making several quotations from qualified service providers and comparing their instructors' qualifications, covered items, varieties of teaching strategies and assessment methods, etc. b. Monitoring of the service throughout the whole teaching process. c. Teacher-in-charge supports logistics and gives advices on level of materials 	\$30,000	<ul style="list-style-type: none"> a. Participants with at least 85% of attendance rate shown in the record of learning. b. Over 85% of participants are satisfied with the performance of the service provider. c. Over 85% of participants indicate that the course / classes help improve their English proficiency and skills. 	<ul style="list-style-type: none"> a. Collection of feedback from participants. b. Collection of data on the attendance of participants.
6. S1 Language Across Curriculum (LAC) Day Camp (Ms Lai Y. L.)	Buy service from professional service providers by means of competitive quotations.	Provide an immersion programme for S1 students to enhance their English through cross-curricular activities.	<ul style="list-style-type: none"> a. Making several quotations from qualified service providers and comparing their instructors' qualifications, covered items, varieties of teaching strategies and assessment methods, etc. b. Monitoring of the service throughout the whole teaching process. c. Teacher-in-charge supports logistics and gives advice on level and contents of course materials 	\$45,000	<ul style="list-style-type: none"> a. Over 85% of participants are satisfied with the performance of the service provider. b. Over 85% of participants indicate that the camp / training helps improve their oral proficiency and apply cross-curricular knowledge and skills. c. Participants with at least 85% of 	<ul style="list-style-type: none"> a. Collection of feedback from participants. b. Collection of data on the attendance of participants

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					attendance rate shown in the record of learning.	
7. English Language (Ms Lai Y. L.)	Employ a teacher assistant to support the implementation of the English curriculum.	<ul style="list-style-type: none"> a. Provide assistance to members of the English Language Department in day-to-day teaching and learning, including School Based Assessment (SBA) in Senior Secondary levels. b. Provide clerical support in running co-curricular activities and subject-related programmes in school. c. Perform teaching duties in Junior Secondary tutorial classes in preparation for Senior Secondary curriculum. d. Facilitate communication 	<ul style="list-style-type: none"> a. Scrutiny of the teaching plans and teaching materials. b. Comments from members of the English Language Department on the performance of teacher assistant. 	\$170,000	<p>Over 85% of panel members are satisfied with teacher assistant's performance in</p> <ul style="list-style-type: none"> a. facilitating teaching and learning for members of the English Panel across all levels. b. ensuring the smooth operation of the co-curricular activities across different levels c. preparing minutes and/or English language teaching materials related to meetings and activities for Senior Secondary and Junior Secondary levels. 	<ul style="list-style-type: none"> a. Comments from English Panel Chairman and coordinators of different form levels. b. English Panel members' comments on the performance of teacher assistant.

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		in the panel and in Senior Secondary level.				

Task Area: Diverse and special learning needs of students

1. Activity Instructors (Mr. Yeung K.Y.)	<p>a. Employ part-time instructors to allow more varieties of choices for students in both the Activity Lessons and after school programmes.</p> <p>b. Teachers' team-teach with the instructors to gain expertise in selected areas of concern.</p>	<p>a. All students in Activity Lesson, after-school programmes and school teams can have more exposure to different varieties of activities in school.</p> <p>b. Both teachers and students are able to enhance their skills in relation to the unique activities offered by the instructors.</p>	<p>a. Free courses will be offered to students.</p> <p>b. Selecting instructors through quotation and/or advertisement.</p> <p>c. There would be audition or selection procedure for eligible instructors by the teachers- in-charge.</p> <p>d. Student Activity Board and timetabling team will make comment and suggestions on the allocation of time for students attending the lessons.</p>	<p>\$94,200</p> <p>(Instructors for about 10 modules in Activity Lessons and a number of extended programmes after school.)</p>	<p>a Over 85% of participants indicate that they are interested in the activities.</p> <p>b Over 85% of participants indicate that the tutors/instructors help improve their skills required for the activity.</p>	Collection of feedback from participants.
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2. After-school Mathematics enhancement classes for S1 students. (Mr Cheng W. M.)	Buy service from professional service provider by means of competitive quotations.	<ul style="list-style-type: none"> a. Bridge S1 students from using Chinese as Medium of Instruction (CMI) in learning Mathematics in P6 to using English as Medium of Instruction (EMI) in S1. b. Enhance the fundamentals of some S1 Mathematics topics in which students may find difficult in normal EMI Mathematics lessons. 	<ul style="list-style-type: none"> a. Make several quotations from qualified service providers and compare the items covered, teaching plans, assessment methods, tutors' qualifications, and reliability, etc. b. Pre- and post-assessment of each tutorial class, topic and level of difficulty defined with the selected service provider. 	\$30,000	<ul style="list-style-type: none"> a. Over 85% of participants are satisfied with the performance of the service provider. b. Over 85% of participants indicate that the classes help improve their basic understanding in the selected Mathematics topics. c. Participants with at least 85% of attendance rate shown in the record of learning. 	<ul style="list-style-type: none"> a. Collection of feedback from participants. b. Collection of data on the attendance of participants
3. E-learning Assistant (Mr. Fong K. L.)	Employ one assistant to perform daily / routine operation on E-learning activities organized by IT Committee and to technically support those teachers who practise E-learning in their teaching	<ul style="list-style-type: none"> a. Systematic implementation of E-learning activities with higher quality and more detailed planning and preparation. b. Teachers get effective technical support when practising E-learning in their teaching. 	<ul style="list-style-type: none"> a. Assign tasks and duties to the assistant. b. Basic training given by Committee head and relevant teachers to the assistant. c. Outline the schedule of work and ensure the task(s) is/ are completed as scheduled. d. Regular 'support and monitor' measures to the assistant for 	\$135,000 (8 months)	Over 85% of the relevant teachers and IT Committee members are satisfied with the performance and support given by the E-learning assistant.	Collection of feedback from teachers and the related colleagues.

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		c. Effective clerical support given to the IT Committee.	quality assurance.			
4. Activity Assistant (Mr. Yeung K. Y. and Ms Lo T. K.)	Employ an activity assistant to perform daily / routine operation on extra-curricular activities of the school, including Cantonese Opera activities and musical activities under the supervision of the Board / Panel Heads.	a. More systematic implementation of activities. b. Higher quality of activities with more detailed planning and preparation work. c. Effective clerical support given to the Committee head.	a. Assign tasks and duties to the Activity Assistant. b. Basic training given by teachers to the Activity Assistant. c. Outline the schedule of work and ensure the task(s) is/ are completed as scheduled. d. Regular 'support and monitor' measures to the Activity Assistant for quality assurance.	\$58,000 (Salary for 5 months)	Over 85% of the teachers from the related Boards and subject panel are satisfied with the performance and support given by the activity assistant.	Collection of feedback from teachers and the related colleagues.
5. Activity Assistant (Mr. Ho L. S. and Mr. Yeung K. Y.)	Employ one Activity Assistant to provide effective audio and visual support and ensure a more systematic and efficient implementation of Cantonese opera activities.	a. More systematic implementation of activities. b. Higher quality of activities with more detailed planning and preparation work. c. Effective clerical support given to the Committee head.	a. Assign tasks and duties to the Activity Assistant. b. Basic training given by teachers to the Activity Assistant. c. Outline the schedule of work and ensure the task(s) is/ are completed as scheduled. d. Regular 'support and monitor' measures to the Activity Assistant for quality assurance.	\$200,000	Over 85% of the teachers from the related Board and Committee are satisfied with the performance and support given by the activity assistant.	Collection of feedback from teachers and related colleagues.

The total grant of Capacity Enhancement Grant for 2016-2017 is HK\$574,415. We will use HK\$1,173,790 with a deficit budget of \$599,375 anticipated with the above plan. It will be covered by the rolled-over of surplus Expanded Operating Expenses Block Grant (about HK\$3,500,000 by the end of the academic year 2015-16).