

Plan on the Use of Capacity Enhancement Grant (2017-2018)

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 c. 70 S2-4 students who are committee members of activity groups nominated by school, plus some elite S5 students as group leaders.	The leadership skills of the participants can be enhanced.	One experiencing camp and four training sessions in a course a. Seeking quotation from service provider b. Planning the programme c. 4 training workshops and in-camp supervision d. Evaluation	\$25,000	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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<p>2. Liberal Studies (LS) and Activity Board</p> <p>(Mr Cheung Y. F., Mr. Yeung K. Y. and Ms Lo T. K.)</p>	<p>Employ one teacher assistant (T.A.) so that s/he can:</p> <p>A. release the present teaching workloads of the LS teachers.</p> <p>B. perform daily / routine operation on co-curricular activities and the activity lessons of the school, including musical activities under the supervision of the Board / Panel Heads.</p>	<p>A.</p> <p>a. Effective resources and teaching materials management and administration</p> <p>b. Facilitate the implementation of LS programmes</p> <p>B.</p> <p>a. More systematic implementation of activities.</p> <p>b. Higher quality of activities with more detailed planning and preparation work.</p> <p>c. Effective clerical support given to the Board head, Committee coordinators and relevant subject panel heads.-</p>	<p>A.</p> <p>a. Employ a teacher assistant to work on the development of curriculum materials and filing for LS.</p> <p>b. Help organize exchange programs for LS.</p> <p>c. Support subject and school administration such as taking meeting minutes.</p> <p>B.</p> <p>a. Outline the schedule of work and ensure the task(s) is/ are completed as scheduled.</p> <p>b. Regular 'support and monitor' measures to the T.A. for quality assurance.</p>	\$183,000	<p>A.</p> <p>a. Teaching materials are well prepared, filed and organized for future use.</p> <p>b. The teacher assistant's positive contribution in teaching the subject and panel's development.</p> <p>c. Study tours are well organized with effective planning and efficient administration.</p> <p>d. Satisfactory meeting minutes are completed within a week (without too many grammatical mistakes and errors) and administration support offered is reliable.</p> <p>B.</p> <p>Over 85% of the teachers from the related Board. Committee and subject panels are satisfied with his/her performance .support given.</p>	<p>A.</p> <p>a. Daily observation to collect qualitative data of his / her performance.</p> <p>b. Lesson observation and book inspection.</p> <p>c. Feedback through questionnaire or discussion from students and teachers who join the exchange program.</p> <p>d. Punctuality and quality of minutes prepared; and questionnaire survey of his/her performance.</p> <p>B.</p> <p>Collection of feedback from teachers and the related colleagues.</p>

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3. Mathematics and Science Mr. Cheng W. M. and Mr. Chan T. T.	<ul style="list-style-type: none"> a. Employ a teacher assistant (T.A.) to support the Mathematics and Science Departments b. Support the administrative work and curriculum development of the Mathematics and Science Departments 	<p>The teacher assistant can provide:</p> <ul style="list-style-type: none"> a. assistance to members of the Mathematics and Science Departments in day-to-day teaching and learning. b. administrative support in running extra-curricular activities and subject-related programmes in school. c. clerical support to the Departments. 	<ul style="list-style-type: none"> a. Scrutiny of the teaching materials and learning resources; and discussion among respective panel members on the performance of the teacher assistant; b. Collection of feedback from teachers and students on the performance in extra-curricular activities. 	\$163,000	<p>Over 80% of the members in the respective subject panels are satisfied with the teacher assistant's performance in</p> <ul style="list-style-type: none"> a. developing relevant materials and resources for the subjects; b. supporting the subject panels and organizing related extra-curricular activities 	<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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Task Area: Students' language proficiency

1. Chinese Language (Ms. Yu W. M.)	Employ a full time assistant teacher (A.T.) / teacher assistant (T.A.) 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.	\$183,000	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 11 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 40-45-minute session for all 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 (including MPF)	a. Over 85% of teachers who are involved in this activity are satisfied with the performance of the tutors. b. Over 85% of participants reflect that the training is useful to them. c. Participants with at least 85% 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 in school.	Students with potential in English are identified and nurtured.	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	\$13,000	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.	a. Collection of feedback from participants. b. Collection of data on the attendance of participants.
4. 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.	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	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.	a. Collection of feedback from participants. b. Collection of data on the attendance of participants.

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5. 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.	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	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 attendance rate shown in the record of learning.	a. Collection of feedback from participants. b. Collection of data on the attendance of participants
6. English Language (Ms Lai Y. L.)	Employ a teacher assistant (T.A.) to support the implementation of the English curriculum.	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. Provide clerical support in running co-curricular activities and subject-related programmes in school. Perform teaching duties in Junior Secondary tutorial classes in preparation for Senior Secondary curriculum.	a. Scrutiny of the teaching plans and teaching materials. b. Comments from members of the English Language Department on the performance of teacher assistant.	\$183,000	Over 85% of panel members are satisfied with teacher assistant's performance in a. facilitating teaching and learning for members of the English Panel across all levels. b. ensuring the smooth operation of the co-curricular	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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		Facilitate communication in the panel and in Senior Secondary level.			c. activities across different levels preparing minutes and/or English language teaching materials related to meetings and activities for Senior Secondary and Junior Secondary levels.	

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 auditions or selection procedures 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>\$121,425</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 of the materials defined with the selected service provider. 	\$27,000	<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

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3. Activity Assistant (Mr. Ho L. S. and Mr. Yeung K. Y.)	Employ one Activity Assistant (A.A.) to provide effective audio and visual support to school.	<ul style="list-style-type: none"> a. More effective audio and visual support to school activities, programs b. Higher quality school functions because of the effective audio and visual support. 	<ul style="list-style-type: none"> 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. 	\$214,000	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 2017-2018 is HK\$588,202. We will use HK\$1,214,515 with a deficit budget of \$626,313 anticipated with the above plan. It will be covered by the rolled-over of surplus Expanded Operating Expenses Block Grant (about HK\$3,800,000 by the end of the academic year 2016-17).