

Plan on Use of Capacity Enhancement Grant

School : Shun Lee Catholic Secondary School

Year : 2015/16

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resource Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Self-evaluation and Development Planning	Meeting the need of self-evaluation and planning	To employ 12 part-time invigilators to share the invigilation duties of teachers	Teachers can have more time for self-evaluation and planning	Evaluation and development meetings can be arranged in Final examination period.	✧ Salary of part-time invigilators \$75X12X30h=\$27,000	✧ Punctuality of the self-evaluation reports and programme plans ✧ Quality of the self-evaluation reports and programme plans	Questionnaires will be given to teacher to assess their work-load on evaluation and planning	Mui HY
Enhance moral, civic and value education	To enhance students' development in personal and social domain	To employ a part-time teaching assistant to organize moral & civic and value education	Teachers will have extra free time to plan and develop the school-based programmes on moral, civic and value education.	Programmes on moral, civic and value education will be arranged after-school and in assembly	✧ Salary for civic and moral education assistant : \$4,500x12 = \$54,000	✧ Students are active to participate in programmes on moral, civic and value education. ✧ High self-esteem of the students is shown	The self-esteem and development on affective domain of the students are monitored by APASO.	Leung CY
Enhance students' speaking and	To enhance Chinese & English	To employ instructors to provide training in	Students will acquire strong confidence in	Experienced trainers will be arranged by service	✧ Course fee : \$17,000	Students get better result in oral examinations	Feedback from teachers and students	Wong LY & Chuk SH

presentation skills	Language learning	speaking in both Cantonese and English	speaking and presentation	provider to arrange training				
Provide support to teachers in Chinese and English Language	Improve the learning and teaching in languages	<ul style="list-style-type: none"> ✧ To employ a teaching assistant to take up the administration and clerical work ✧ The TAs also support enrichment course for students who drop elective subjects ✧ Assist in language publication 	The administration and clerical workload of teachers can be reduced Students who drop elective subject can obtain support in their core subjects	Two teaching assistants will be employed	✧ Salary of teaching assistant (\$14,000+5%MPF)x12x2=\$352,800	Time spent on admin. and clerical work reduced	Workload survey	Leung KC
Provide support to the learning & teaching of Liberal Studies	Improve the learning and teaching of LS and facilitate the operation of IES	To employ a teaching assistant to support the learning and teaching of LS	LS teachers can obtain sufficient clerical and teaching support	A teaching assistant will be employed	✧ Salary of teaching assistant (\$14,000+5%MPF)x12=\$176,400	The operation of LS Panel and IES becomes smooth	Feedback from teachers and students	Leung KC

Provide support to teachers in administration and clerical work	Reduce the administration work load of teachers	To employ a teaching assistant to take up the administration and clerical work	The administration and clerical workload of teachers can be reduced	A teaching assistant will be employed	✧ Salary of teaching assistant (\$18,000+5%MPF)x12=\$226,800	Time spent on admin. and clerical work reduced	Workload survey	Leung KC
Enhance the proficiency in PTH	To enhance PTH proficiency through choral speaking	To employ instructor to provide training in choral speaking in PTH	Students will acquire strong confidence in using PTH	✧ A team of students will be encouraged to take part in PTH choral speaking in Speech Festival. ✧ Experienced trainer will be employed to arrange training	✧ Instructor fee : \$8,000	Students obtain awards in Speech Festival	Feedback from teachers and students	Chan TS
Support for S1 new students	Meeting the need of S1 new students	Arrange notes-making classes for S1 students	S1 students can apply the skills in different subjects	Support by service provider learning skills lessons in Oct 2015	✧ Course fee: \$35,000	S1 students demonstrate the application of learning skills in classroom learning	Questionnaire and focus group discussion	Wong LY

Support for the mathematic development of students	Meeting the need of NSS students	Mathematics Enrichment Course	Good performance in NSS mathematics	Employ instructors to provide training for talented students	✧ Instructor fee \$4,000	Students obtain awards in public competition	Compare the performance in mathematics competition	Lo SC
Provide support to teachers in Chinese and English Language	Enrich the learning experience of students in Chinese Literature	Chinese Literature Excursion	Greater interest and motivation in Chinese Language and Literature	Buy service on arranging excursion related to Chinese Literature	✧ Service fee: \$2,000	Students' participation in Chinese related activities	Questionnaire	Wong WY

TOTAL \$903,000