



CEG and ACEG
Proposed Plans
2006-2007

YEUN LONG MERCHANTS ASSOCIATION SECONDARY SCHOOL
Plans on Use of Capacity Enhancement Grant (CEG) and
Additional Capacity Enhancement Grant (ACEG) in 2006/07 School Year

Means by which teachers have been consulted: in Panel Meetings, Opinion Surveys followed by Staff Meetings

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
I)Curriculum Development: English Language (Assessment for Learning)	To facilitate the implementation of School-Based Assessment, Territory-wide System Assessment and Language Arts teaching in the subject of English Language	To employ one English teacher for the English Language Subject to do the following: * Prepare teaching materials especially for School-based Assessment, Territory-wide System Assessment and Language Arts; * Be responsible for the English Activity Room; * Organize and carry out English	S3 and S4 Teachers' workload can be alleviated in the following ways: -- They can then specialize in the teaching of English Language; -- They can spend less time on activity preparation; -- They can have smaller classes in some of the	From September 2006 to August 2007	Salary of the English Teacher for the period - \$226,926 [\$18,010 per month plus \$900.5 MPF, i.e. ((\$18,010+\$900.5) x12) <i>Total: \$226,926</i>	Percentage of teachers whose workload has been alleviated	* Performance appraisal; * Feedback from S.3 and S.4 coordinators as well as teachers and students' performance; * Space created for the S3-S4 English Language teachers, e.g. -- Amount of teaching materials reduced -- Time spent on activities reduced	Mrs. LEUNG TSE Wing-Cheung

		learning and teaching activities; * Run after-school and weekend English Enhancement courses for S.1-S.4 students	S.4 classes, which can better cater to the learning diversity needs of students					
2) English Curriculum Development	To facilitate the implementation of School-Based Assessment, Territory-wide System Assessment and Language Arts teaching in the English Language Subject	To employ one English teaching assistant to provide support and assistance to English teachers in the preparation of teaching materials, preparing for and conducting SBA, TWA-related activities and the coordination and organization of English student learning activities and programmes	*Reduction of teachers' workload in preparation work and hence creating more space and time for teaching and marking * Provision of clerical support for the English panel and after-school courses; * Reduction of teachers' workload in running regular	1/9/2006 to 31/8/2007	Monthly salary of one English teaching assistant: \$10,500 x12 months =rounding up to \$126,000+ 5% MPF= \$132,300	-Increased amount of quality learning/teaching materials tailored to students' needs; -Increased space created for teachers	* Performance appraisal on teaching assistant; * Feedback from teachers, students on the performance of the teaching assistant; * Files and catalogues of teaching resources; * Development of teaching materials for the English Subject	LEUNG TSE Wing-cheung

			English activities for our students					
3) Curriculum development: Chinese Language (Assessment for Learning)	*To facilitate the implementation of School-Based Assessment (SBA) and Territory-wide Assessment in the Chinese Language Subject * To help carry out activities and related duties in the Chinese Language Subject * To help teachers implement the new Chinese	To employ one qualified Chinese Language Teacher who has attained Putonghua Proficiency to assist teachers in -- Conducting small-class teaching in S.3-S.5; -- Conducting other lessons other than Chinese lessons for Chinese Language teachers; -- Coordinating Chinese learning activities; -- Assisting in Chinese Department related duties	Chinese Language teachers' workload can be alleviated in the following ways: -- Reduce the class-student ratio, or -- Reduce the no. of Chinese classes, or -- Reduce the no. of teaching periods per week/cycle, or -- Reduce the marking workload	From September 2006 to August 2007. Twelve months initially and to be extended if situation warrants	Salary of the Chinese Teacher - \$16,165 [\$16,165 per month (including 5% MPF) x12] [(\$16,165 x 1.05) x 12] = \$203,679	* Percentage of teachers whose workload has been alleviated; * The successful implementation of School-based Assessment and Territory-wide System Assessment; * The improvement in quality and quantity of students' extra-curricular activities in the	* Evaluation report on the teacher; * Evaluation report on Chinese Language activities; * Appraisal report on the part-time Chinese Language teacher and teaching assistant	Mr. CHAN Kwok-wing

	Curriculum					Chinese Language Subject		
4) Curriculum development – Mathematics	<ul style="list-style-type: none"> * To substitute teachers when they attend the NSS workshops and seminars. * To enhance the learning of Mathematics for S1 to S5 abler students. 	<p>To employ one contract teacher to assist teachers in</p> <ul style="list-style-type: none"> * teaching 2 classes of Mathematics * substituting teachers when they attend the NSS workshops and seminars * holding tutorial classes for brighter students * enhancing students' ability in learning Mathematics * designing learning / teaching resource materials 	<p>S1 to S5 Mathematics teachers to be relieved of some of their workload in preparing teaching materials, conducting learning activities and monitoring students' progress. Teachers can concentrate on preparing students for the NSS.</p>	<p>From September 2006 to August 2007. 12 months initially and to be extended if situation warrants.</p>	<p>Salary of the Certificate Master for the period September 2006 to August 2007 [\$16165 per month + 5% MPF] for 12 months, i.e. $\$(16165 + 808.25) \times 12 \times 1$</p> <p>Total = \$203,679</p>	<ul style="list-style-type: none"> * Percentage of teachers whose workload has been relieved. * Increased amount of quality learning / teaching materials tailored to students' needs. * Percentage of students who can complete the tailor-made exercises. * Percentage of students who obtain better results in quizzes and tests. 	<ul style="list-style-type: none"> * Space created for the S1-S5 Mathematics teachers, e.g. number of teaching classes or periods per cycle reduced * Performance appraisal on the teacher * Development of Mathematics teaching materials * Student / teacher feedback on the usefulness of the learning / teaching materials * Students' general performance in the subject 	Mr. Chan Chi-keung
5) Curriculum Development – Integrated	<p>To enhance the learning and teaching of Integrated</p>	<p>To employ 1 part-time teaching assistant to assist IH teachers in:</p>	<p>Employment of a teaching assistant can provide more space and time for</p>	<p>From September 2006 to August 2007</p>	<p>Salary of the part-time teaching assistant for the period</p>	<ul style="list-style-type: none"> * Increased amount of quality learning 	<ul style="list-style-type: none"> * Performance appraisal on the teacher-assistant * Curriculum 	CHUNG Wai-ching

Humanities	Humanities at S.1 and S.2 levels	<ul style="list-style-type: none"> * Coordinating all out-of-school activities * Handling logistical matters like data analysis of students' performance, writing minutes of all panel and collaborative teaching meetings, etc. * Collecting and designing teaching materials 	the S.1 and S.2 IH teachers to coordinate curriculum implementation, arrange and conduct learning packages, Personal Growth lessons, out-of-school activities, project learning activities, and etc.		September 2006 to August 2007: \$1500×12= \$18,000	/teaching materials tailored to students' needs *Percentage of teachers whose workload will be relieved	development of S.1 and S.2 Integrated Humanities * Development of teaching materials for Integrated Humanities * Feedback from teachers, students and parents on the performance of the teacher-assistant	
6) MMLC technical support, curriculum development and capacity for teachers' self-advance ment	<ul style="list-style-type: none"> * To offer technical assistance and support to teaching staff in the use of MMLC. * To help teachers prepare 	To employ one full time MMLC teaching assistant	<ul style="list-style-type: none"> * To enable teachers to use MMLC effectively. * To enable teachers to save more non-teaching time in effective IT 	From 1/9/2006 to 31/8/2007	Monthly salary of one MMLC teaching assistant: \$9500x12 =\$114,000 + 5% MPF, rounding up to \$119,700	<ul style="list-style-type: none"> * Feedback from teachers. * Teachers' and students' views on the use of the MMLC in teaching 	<ul style="list-style-type: none"> * Performance review on the MMLC and the teaching assistant. * Yearly evaluation. 	Mr. CHAN Chi-keung (Chairman) Mr s. KO WONG Sui-yi Mr. LAU Wah-ying Mr. YAU Chi-leung.

	<p>teaching materials/resources to be used in the MMLC.</p> <ul style="list-style-type: none"> * To install software to the system in the MMLC upon request by teachers * To be responsible for the booking and return of equipment provided in the MMLC. * Any other duties related to teaching in the MMLC 		<p>teaching.</p> <ul style="list-style-type: none"> * To create more space and time for teachers to prepare lessons and correct papers. * To provide more space for teachers in self-advancement. 			<p>and learning.</p> <ul style="list-style-type: none"> * Occupancy rate. 		
7) Language Room and SBA Support	<ul style="list-style-type: none"> * To offer technical assistance and support to teachers in the use of the 	To employ one full time Language Room teaching assistant	<ul style="list-style-type: none"> * To enable language teachers to use the Language Room effectively; * To enable 	From Sept. 2006 to August 2007.	Monthly salary of one Language Room teaching assistant: \$9,000 x 12 months	<ul style="list-style-type: none"> * Feedback from language teachers * Teachers' and students' 	<ul style="list-style-type: none"> * Performance review on the functions of the Language Room and the teaching assistant * Yearly evaluation 	Mr. CHAN Kwok Wing (Chairman) Ms LEUNG

	<p>Language Room/ MMLC;</p> <p>* To help language teachers prepare SBA teaching materials/resources;</p> <p>* To install software to the system in the Language Room upon request by teachers;</p> <p>* To be responsible for all SBA formalities and offer help in the Supportive Education Room;</p>		<p>language teachers to carry out SBAs smoothly with full IT support;</p> <p>* To help teachers carry out the after-school SBA related activities;</p> <p>* To create more space and time for language teachers to plan lessons and correct papers;</p> <p>* To provide more space for teachers' self- advancement</p>		<p>+ 5% MPF), rounding up to \$113,400</p>	<p>views on the use of the Language Room and the running of SBAs</p> <p>* Occupancy rate</p>		<p>TSE Wing Cheung Ms NG Fung Shan</p>
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	* To help teachers prepare SBA videos and conduct SBA activities in either the MMLC or the Language Room							
8) To assist in student learning activities by providing help to School First-Aid Team, leading and supervising student groups and helping with Data-entry for the Discipline	* To help the school handle the physically unwell or sick students. To enhance outdoor activities. * Update SAMS records including late students, merits and demerits, etc.	To employ one full-time Teaching Assistant. (Form 5 or above, certificate of First Aid needed, shows interest in outdoor activities.)	* To ease teachers' work load in taking care of students. * To create more space and time for teachers dealing with outdoor activities. * To assist discipline teachers in upkeeping records.	1/9/2006 to 31/8/2007	Monthly salary of one temporary full-time Teaching Assistant First-aid and Discipline \$8,400× 12months = \$100,800 + 5% MPF = rounding up to \$105,840	* Number of cases handled in the medical room. * Frequency of outdoor activities attended. * Number of entries in SAMS records.	* Performance appraisal by the School First Aid team members. * Completion of SAMS records in disciplinary matters.	1.First Aid team. 2.Discipline Committee.

Section.	* Data-entry of E-Class Learning Platform * Assist in tutorial groups and school office clerical work.							
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