

**YUEN LONG MERCHANTS ASSOCIATION
SECONDARY SCHOOL**



**Evaluation on the Use of
Capacity Enhancement Grant
And Additional Capacity Enhancement Grant
2007-2008**

YUEN LONG MERCHANTS ASSOCIATION SECONDARY SCHOOL

Evaluation on the Use of Capacity Enhancement Grant in 2007-08

Item	Main Content	Evaluation
(I) One Full-time Teaching Assistant for the English Department	The English Teaching Assistant 1. helped run the English activities in the English Activity Room ; 2. organized the Examination Preparation Class 2008 and Summer Tutorial Class 2008 (Duties for the Examination Preparation Class 2008 included designing circulars, printing notes for tutors and the smooth running of the courses); 3. provided clerical support for non-school hour courses; 4. Stock-took all resources in the English Department; 5. Helped train a group of students regularly to join the Inter-schools Drama Festival; 6. Prepared teaching materials; 7. Helped English teachers prepare, photocopy and distribute the English teaching notes on time for S.1-S.7 students; 8. Was the person-in-charge of S.1-S.7 preparation room for both Chinese and English oral examinations in both terms; 9. Was the person-in-charge of the test and examination arrangements for students with language learning impairment;	1.She gave advice to the committee members of the English Association. English activities for English learning were successfully run; 2. The examination preparation classes and the courses during the summer holidays were successfully run; 3. The teaching materials were arranged systematically; 4. A group of students were trained for the Inter-school Drama Festival 2007-08; 5. Sets of centralized worksheets were prepared to prepare our students for the examinations; 6. More time was saved for teaching and marking; 7. Preparation for S.1-S.7 oral examinations was done in the waiting room; 8. Teachers' time was saved for marking and invigilating other examinations in both terms in 2007-08.

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<p>(II) One Full-time Teacher for the Chinese Department</p>	<p>The Chinese Teacher</p> <ol style="list-style-type: none"> 1. taught 14 Chinese Language Lessons, 12 Putonghua Lessons and 2 Chinese History Lessons; 2. provided clerical support for the Chinese Department; 3. Was the Department Secretary. 	<ol style="list-style-type: none"> 1. Reduced the additional workload resulted from the implementation of Small –class Teaching in S.2-S.5; 2. Shared the clerical work in the Department; 3. The human resources in the department could have been better allocated if the teacher had been more proactive.
<p>(III) One Full-time Mathematics Teacher for the Mathematics Department</p>	<p>The Mathematics Teacher</p> <ol style="list-style-type: none"> 1. Taught S.1E students Mathematics (7 lessons per cycle), S.3E students Mathematics (6 lessons per cycle), S.4B students Mathematics (7 lessons per cycle) and S.7S students Mathematics and Statistics (5 lessons per cycle); 2. Taught the less able S.5D students Additional Mathematics (7 lessons per cycle); 3. Tutored S.5E students Mathematics and Additional Mathematics occasionally. <p>Other Duties</p> <ol style="list-style-type: none"> 1. Was the YLMASS girl guide’s guider; duties included attending training sections for guiders and regular girl guide’s meeting, assisting girl guides’ wild camp and organizing activities for girl guides; 2. Co- organized the Examination Preparation Class 2008 and Summer Tutorial Class 2008 with the English TA; duties for the Examination Preparation Class 2008 included design circulars, recruiting tutors, printing notes for tutors and the smooth running of 	<ol style="list-style-type: none"> 1. It was highly successful in helping to reduce teachers’ non-teaching workload e.g. assisting in producing materials related to the analysis of the HKCEE Past Papers, leading students to participate in different Mathematics competitions, Girl Guides meetings, etc. 2. S.5D and S.5E Mathematics teachers could have more time to take care of the more able students. 3. Mathematics Teachers could concentrate on preparing students for the NSSC. 4. Feedback from parents and teachers was positive.

	<p>courses every Saturday.</p> <p>3. Co-ordinated Mathematics competitions; duties included selecting students to participate in Mathematics competitions; holding training sections for those students and leading students to the venue of competition</p>	
<p>(IV) One Full-time I.T. Teaching Assistant for the Language Room</p>	<p>The I.T. Teaching Assistant</p> <ol style="list-style-type: none"> 1. installed software into the system of <i>MMLC</i> upon teachers' request; 2. helped in the booking, borrowing and returning of equipment provided by <i>MMLC</i>; 3. provided immediate assistance during lessons in <i>MMLC</i>; 4. helped in popularizing the use of the <i>MMLC</i> 	<ol style="list-style-type: none"> 1. He saved teachers' preparation time and solved technical problems in the course of teaching; 2. Teachers' efficiency in teaching was improved; 3. The utility rate of the <i>MMLC</i> increased from 90% to 95% from September 2007 to June 2008.
<p>(V) One Contract Teacher for the Integrated Humanities</p>	<p>The Contract Teacher</p> <ol style="list-style-type: none"> 1. Coordinated all activities other than teaching duties in school ; 2. Handled logistical matters like data analysis of students' performance, minute writing of all panel and collaborative teaching meetings, etc.; 3. Collected and designed teaching materials; 4. Took up the teaching duties of 2 classes in junior forms. 	<ol style="list-style-type: none"> 1. The workload of all Integrated Humanities teachers was reduced with his assistance in the coordination of all activities other than teaching duties in school and preparation of teaching materials. 2. Time was saved with his assistance in handling logistical matters like data analysis of students' performance and minute writing which were time-consuming. Teachers could, in turn, maintain teaching quality by spending more time on lesson preparation and dealing with the problems of students. 3. His contribution helped the implementation of our school-based curriculum. 4. Time was saved for the cooperation among the I.H. teachers.

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(VI) One Full-time Teaching Assistant for the Medical Room	<p>The Teaching Assistant</p> <ol style="list-style-type: none"> 1. Assisted in the School First Aid Team; 2. Helped the school take care of the students who were physically unwell or sick; 3. Was responsible for the equipment provided in the Medical Room; 4. Assisted the discipline teachers in keeping records, including late students, merits and demerits, etc.; 5. Helped in data-entry of SAMS and the E-Class Learning Platform; 6. Helped teachers prepare teaching materials /resources to be used in the tutorial groups; 7.The TA also served as a leader in many school outdoor activities; 8. Upon request by teachers and the Principal, the TA helped teachers and the school general office to do some clerical work. 	<ol style="list-style-type: none"> 1. The occupancy rate of the Medical Room was over 90%. The TA provided necessary support and assistance for both teachers and students who felt unwell in the year. 2. The workload of teachers and office staff was reduced. 3. On the whole the plan was successful.