

**YUEN LONG MERCHANTS ASSOCIATION
SECONDARY SCHOOL**



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

**Plan on Use of Capacity Enhancement Grant and
Additional Capacity Enhancement Grant in 2007/08**

Name of School: Yuen Long Merchants Association Secondary School

Means by which teachers have been consulted: Panel meetings, opinion surveys followed by staff meetings

No. of operating classes: 30

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
(I) Curriculum development (Assessment for learning) (English Language)	To facilitate the implementation of School-based Assessment (SBA), Territory-wide System Assessment (TSA), Language Arts teaching and preparation for NSSC in the subject of English Language	To employ one English teaching assistant to create space and time for English teachers for professional development and preparation for the English Language subject in the NSSC. Tasks include: 1) Helping to organize and conduct English activities to create an English-rich language environment; 2) Doing clerical and administrative work so that teachers can	All English Teachers' workload can be alleviated in the following ways: 1) Be specialized in the teaching of the English Subject 2) Reduce the extra time on activity preparation	From September 2007 to August 2008 – 12months initially and to be extended if situation warrants	Monthly salary of the English teaching assistant for the period [\$9,000 per month +5% MPF] for 12 months, i.e. $[(9,000+450) \times 12 \times 1] = \$113,400$	<ul style="list-style-type: none"> • Increased amount of quality learning/teaching materials tailored to students' need • Increased space created for teachers 	1) Performance appraisal on teaching assistant 2) Feedback from teachers, students on the performance of the teaching assistant 3) Files and catalogues of teaching resources 4) Development of teaching materials for the English Subject	Mrs. LEUNG TSE Wing-Cheung

		<p>have more time and space to plan and run new programmes for the students;</p> <ol style="list-style-type: none">3) Preparing practical worksheets for the implementation of DOLACEE each year;4) Keeping the information of different service providers up-to-date;5) Doing all the administrative work related to the English Enhancement courses run after-school and during holidays throughout the academic year;6) Taking charge of S.1-S.7 oral examination preparation rooms in both terms;7) Taking care of students with language learning						
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		<p>impairment, offering individual help and making necessary arrangements during the English listening and dictation tests and examination periods;</p> <p>8) Preparing teaching materials, worksheets, various rubrics forms for different programmes and activities;</p> <p>9) Stock-checking, labelling and filing all the English resources in the English Resources Room;</p> <p>10) Running after-school sessions for students to use the English software in the Language Laboratory and also the S.7 after-school listening sessions for further practice.</p>						
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Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
(II) Curriculum development (Assessment for learning) (Chinese Language)	<p>1) To facilitate the implementation of School-Based Assessment (SBA) and Territory-wide System Assessment (TSA) in the Chinese Language Subject</p> <p>2) To help carry out activities and related duties in the Chinese Language Subject</p>	<p>To employ one qualified Chinese Language teacher who has attained Putonghua proficiency to create space and time for Chinese teachers so as to facilitate small-class teaching in S.3, S.4 and S.5 and the implementation of SBA and TSA by</p> <p>1) Teaching some PTH and Chinese History lessons as well as Chinese lessons</p> <p>3) Coordinating Chinese learning activities</p> <p>4) Assisting in Chinese department related duties</p>	<p>Chinese Language teachers' workload can be alleviated in one/ some of the following ways:</p> <p>1) Having class size reduced in some classes,</p> <p>2) Teaching fewer Chinese classes,</p> <p>3) Having the no. of teaching periods per week/cycle reduced,</p> <p>4) Have marking workload reduced</p>	<p>From September 2007 to August 2008. 12 months initially and to be extended if warrants.</p>	<p>Monthly salary of the qualified Chinese Teacher [\$18,010 per month + 5% MPF] for 12 months, i.e. $[(18,010 + 900.5) \times 12 \times 1] = \\$226,926$</p>	<ul style="list-style-type: none"> • Percentage of teachers whose workload has been alleviated • The successful implementation of SBA and TSA • The improvement in quality and quantity of students' extra-curricular activities in the Chinese Language Subject 	<p>1) Evaluation report on Chinese teachers</p> <p>2) Evaluation report on Chinese Language activities</p> <p>3) Appraisal report on the qualified Chinese Language teacher</p>	<p>Mr. CHAN Kwok-wing</p>

	3) To help teachers implement the new Chinese Curriculum							
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Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
(III) Curriculum development (Assessment for learning) (Mathematics)	<p>1) To substitute teachers when they attend the NSS workshops and seminars.</p> <p>2) To enhance the learning of Mathematics for S1 to S5 abler students.</p>	<p>To employ one contract teacher to assist teachers in</p> <ol style="list-style-type: none"> 1) Teaching five classes of Mathematics 2) Substituting teachers when they attend the NSS workshops and seminars 3) Holding tutorial classes for brighter students 4) Enhancing students' ability in learning Mathematics 5) 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 2007 to August 2008. 12 months initially and to be extended if situation warrants.</p>	<p>Monthly salary of the Certificate Master for the period September 2007 to August 2008 [\$18,840 per month + 5% MPF] for 12 months, i.e. $[(18,840 + 942) \times 12 \times 1] = \\$237,384$</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 	<ol style="list-style-type: none"> 1) Space created for the S1-S5 Mathematics teachers, e.g. number of teaching classes or periods per cycle reduced 2) Performance appraisal on the teacher 3) Development of Mathematics teaching materials 4) Student / teacher feedback on the usefulness of the learning / teaching materials 5) Students' general performance in the subject 	Mr. CHAN Chi-keung

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
(IV) Curriculum development (Integrated Humanities and Liberal Studies)	To enhance the learning and teaching of Integrated Humanities at S.1 and S.2 levels	To employ 1 contract teacher 1) to teach I.H. classes at S.1 and S.2 levels 2) to develop teaching materials 3) to develop a resource bank for NSS Liberal Studies	1) More space and time created for 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, etc. 2) A rich resource bank for NSS Liberal Studies	From September 2007 to August 2008. 12 months initially and to be extended if situation warrants.	Monthly salary of the I.H. full time teacher for the period [\$18,010 per month +5% MPF] for 12 months, i.e. \$[(18,010+900.5) × 12] =\$226,926	<ul style="list-style-type: none"> • Percentage of teachers whose workload will be relieved • Performance of teaching in I.H. classes • Increased amount of quality learning /teaching materials tailored to students' needs 	1) Performance appraisal on the full time teacher 2) Development of teaching materials for Integrated Humanities and Liberal Studies 3) Feedback from teachers, students and parents on the performance of the teacher	Mrs. WAN CHUNG Wai-ching

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
(V) MMLC technical support, curriculum development and Capacity for teachers' self-advancement	<ol style="list-style-type: none"> 1) Technical assistance and support to teaching staff using the MMLC. 2) Helping teachers prepare teaching materials/resources, to be used in the MMLC. 3) Installation of software to the system in the MMLC upon request by teachers. 4) Booking and return of equipment provided in the MMLC. 5) Any other possible duties related to teaching in the MMLC. 	To employ one full time MMLC teaching assistant.	<ol style="list-style-type: none"> 1) Teachers can use MMLC more effectively. 2) More space and time created for effective IT teaching, planning lessons and marking papers. 3) More space created for teachers' professional development and self advancement. 	From September 2007 to August 2008 – 12 months initially and to be extended if situation warrants	Monthly salary of one MMLC teaching assistant: \$10500 × 12 = \$126000 + 5% MPF, rounding up to \$132300	<ul style="list-style-type: none"> • Feedback from teachers. • Teachers' and students' views on the use of the MMLC in teaching and learning. • MMLC occupancy rate. 	<ol style="list-style-type: none"> 1. Performance reviews on the MMLC and the teaching assistant. 2. Yearly evaluation. 	Mr. CHAN Chi-keung (Chairman), Mrs. KO WONG Sui-yi, Mr. LAU Wah-ying, Mr. YAU Chi-leung.

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefit Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
(VI) Manpower Support in various students' learning activities inside and outside school and IT, clerical and other support to teachers and various departments including the school First-Aid team and Discipline Department	<p>1) Assistance in the enhancement of students' other learning experiences by organizing and supervising learning activities inside and outside school.</p> <p>2) Helping to coordinate Applied Learning courses.</p> <p>3) Assistance in data entry of E-Class Learning Platform and examination results through WebSAMS.</p> <p>4) Assistance in updating WebSAMS</p>	To employ one full-time Teaching Assistant. (Form 5 or above with First Aid Certificate and showing keen interest in outdoor activities)	<p>1) More space and time created for teachers responsible for activities outside school</p> <p>2) Reduction in teachers' workload of taking care of students</p> <p>3) IT support provided for teachers</p> <p>4) Helping discipline teachers to upkeep various records</p>	From September 2007 to August 2008 – 12months initially and to be extended if situation warrants	Monthly salary of one temporary full-time Teaching Assistant: \$9,000×12months = \$108,000 + 5%MPF = \$113,400	<ul style="list-style-type: none"> • Number of cases handled in the medical room. • Frequency of off-campus activities attended. • Number of entries in webSAMS records. 	<p>1) Performance appraisal by the School First Aid team members.</p> <p>2) Completion of webSAMS records in disciplinary matters.</p>	<p>1) First Aid team.</p> <p>2) Discipline Committee</p>

	<p>records including late students, merits and demerits, etc.</p> <p>5) Assistance in coordinating tutorial groups and filing</p> <p>6) Helping to take care of physically unwell or sick students.</p>							
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