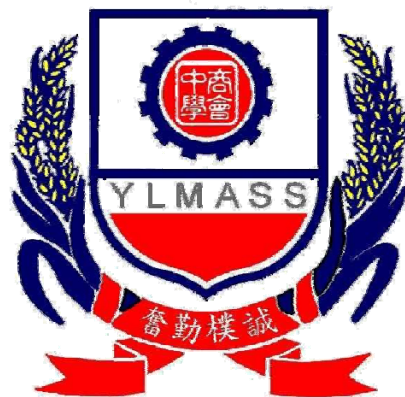


**YUEN LONG MERCHANTS ASSOCIATION
SECONDARY SCHOOL**



**CEG and ACEG
Proposed Plans
2008-2009**

Plan on the use of Capacity Enhancement Grant 2008-2009

Name of School: **Yuen Long Merchants Association Secondary School**

Means by which teachers have been consulted: **Opinion survey followed by staff meeting**

No. of operating classes: **30**

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefit Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	Person-in-charge
I. Curriculum development (Chinese Language)	1.To give individual help for those students with lower Chinese Language proficiency; 2.To enhance the effectiveness of collaborative teaching in the remedial classes; 3.To ease the additional workload resulted from the implementation of collaborative teaching.	To employ one contract Chinese Teacher 1.To teach 4 classes of Chinese (28 lessons); 2.To teach 2 classes of Putonghua (4 lessons).	1.The language result after the implementation of the collaborative teaching; 2.The number of lessons shared by the contract teacher; 3. The sharing of good Practice among the teachers involved in the collaborative teaching.	From September 2008 to August 2009 12 months initially and to be extended if situation warrants.	Monthly salary of one Contract Chinese Teacher : $\$20,835 \times 12 = 250,020 + 5\%$ MPF = \$ 262,521.	1. The examination result of students; 2. The lesson allocation mechanism; 3. The form meetings.	1. The Chinese Language standard of students is expected to be improved; 2. The number of lessons shared by the contract teachers.	Mr CHAN Kwok-wing

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefit Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
II. 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. To create more space and time for other S.1 and S.2 IH teachers to coordinate curriculum implementation, arrange and conduct learning packages and organized activities other than in school time; 2. to develop a rich resource bank for NSS Liberal Studies	From September 2008 to August 2009. 12 months initially and to be extended if situation warrants.	Monthly salary of the I.H. full time teacher for the period [\$20,835 per month +5% MPF] for 12 months, i.e. $[(\$20,835 + \$1041.75)] \times 12 = \$262,521$.	1. Percentage of teachers whose workload will be relieved; 2. Increased amount of quality learning /teaching materials tailored to students' needs.	1. Performance appraisal on the contract teacher 2. Development of teaching materials for Integrated Humanities and Liberal Studies 3. Feedback from teachers, students and parents on the performance of the contract teacher.	Ms CHUNG Wai-ching

Task Area	Major areas of concern	Implementation Plan	Benefits Anticipated	Duration	Resources required	Performance Indicators	Assessment Mechanism	Persons In-charge
III. MMLC, Language Laboratory and Web-SAMS technical support, and support for curriculum development	<ol style="list-style-type: none"> 1. To offer technical assistance and support to teaching staff concerning the use of the <i>MMLC</i> and the Language Laboratory; 2. To help teachers prepare teaching materials/resources, which are to be used in the <i>MMLC</i> and the Language Laboratory; 3. To install software to the system in the <i>MMLC</i> and the Language Laboratory upon request by teachers; 4. To be responsible for the 	To employ one full time <i>MMLC</i> , Language Laboratory and Web-SAMS teaching assistant.	<ol style="list-style-type: none"> 1. To enable teachers to use the <i>MMLC</i> and Language Laboratory effectively; 2. To enable teachers to save more non-teaching time in effective IT teaching; 3. To create more space and time for teachers to plan lessons and mark papers; 4. To provide more space for teachers' self-advancement. 	From 1/9/2008 to 31/8/2009. 12 months initially and to be extended if situation warrants.	Monthly salary of one <i>MMLC</i> , Language Laboratory and Web-SAMS teaching assistant: \$12,000 × 12 = \$144,000 + 5% MPF, rounding up to \$151,200	<ol style="list-style-type: none"> 1. Feedback from teachers; 2. Teachers' and students' views on the use of the <i>MMLC</i> and Language Laboratory in teaching and learning; 3. Occupancy rate. 	<ol style="list-style-type: none"> 1. Performance review on the teaching assistant; 2. Yearly evaluation. 	Mr. CHAN Chi-keung (Chairman) Ms. WONG Sui-yi Mr. LAU Wah-ying Mr. YAU Chi-leung.

	<p>booking and return of equipments provided from the <i>MMLC</i> and the Language Laboratory;</p> <p>5. Any other possible duties related to teaching in the <i>MMLC</i> and the Language Laboratory;</p> <p>6. Any other possible duties related to Web-SAMS;</p> <p>7. Any other possible duties related to IT in Education.</p>							
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Task Areas	Major Area(s) of Concern	Strategies/ Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People responsible
IV. School First- Aid Team and Data-entry of Discipline Section	1.To help the school handle the physically unwell or sick students; 2. To promote outdoor activities; 3. To update SAMS records including late students, merits and demerits, etc.; 4. To input data-entry of E-Class Learning Platform; 5. To provide clerical assistance for the tutorial groups after school or during holidays and school general office.	To employ one full-time Teaching Assistant. (Form 5 or above; certificate of First Aid needed; shows interest in outdoor activities.)	1.To ease teachers' workload by taking care of students; 2.To create more space and time for teachers to deal with outdoor activities; 3.To assist discipline teachers in up-dating records.	From September 2008 to August 2009. 12 months initially and to be extended of situation warrants.	Monthly salary of the temporary full-time Teaching Assistant for the school First-Aid Team and School Discipline Section $\$9,000 \times 12 \text{ months} = \$108,000 + 5\% \text{ MPF} =$ rounding up to \$113,400.	1.Number of cases handled in the medical room; 2.Frequency of outdoor activities attended; 3.Number of entries in SAMS records.	1.Performance appraisal by the School First Aid team members; 2.Completion of SAMS records in disciplinary matters.	1.First Aid Team/Ms Or Mei-Chu 2.Discipline Committee/ Ms Or Mei-Chu