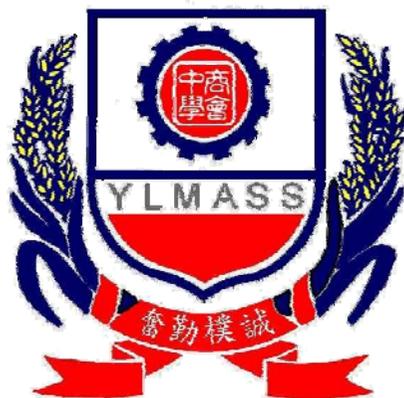


**YUEN LONG MERCHANTS ASSOCIATION
SECONDARY SCHOOL**



**Evaluation on the Use of
Capacity Enhancement Grant
And Additional Capacity Enhancement Grant
2008-2009**

YUEN LONG MERCHANTS ASSOCIATION SECONDARY SCHOOL

Evaluation on the Use of Capacity Enhancement Grant in 2008-09

Item	Main Content	Evaluation
(I) One Full-time Teacher for the Chinese Department	The Chinese Teacher 1. taught 28 Chinese Language Lessons, 4 Putonghua Lessons; 2. provided clerical support for the Chinese Department; 3. Was the Department Secretary.	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.
(II) One Contract Teacher for the Integrated Humanities	The Contract Teacher 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.	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.
(III) One Full-time I.T. Technical Assistant for the Language Room and MMLC	The I.T. Teaching Assistant 1. installed software into the system of <i>MMLC</i> and Language Room upon teachers’ request; 2. provided immediate assistance during lessons in MMLC and Language Room;	1. He saved teachers’ preparation time and solved technical problems in the course of teaching; 2. Teachers’ efficiency in teaching was improved;

	<p>3. helped in popularizing the use of MMLC and Language Room.</p>	<p>3.The utility rate of MMLC and Language Room increased from 90% to 95% from September 2008 to June 2009.</p>
<p>(IV) One Full-time Teaching Assistant for the Medical Room</p>	<p>The Medical Room 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 teaching assistant provided necessary assistance in helping students who felt unwell in the medical room; 2. The teaching assistant provided assistance in organizing off-campus activities regularly; 3. The teaching assistant helped in WebSAMS data entry.