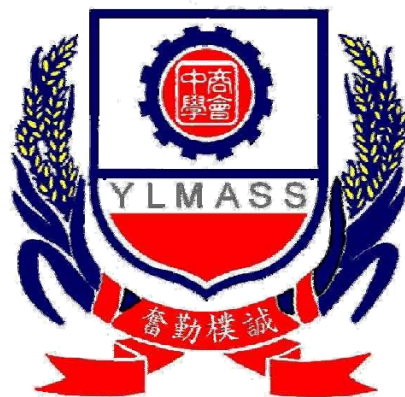


**YUEN LONG MERCHANTS ASSOCIATION  
SECONDARY SCHOOL**



**CEG**

**Proposed Plans  
2009-2010**

**Plan on the use of Capacity Enhancement Grant 2009-2010**

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

<b>Task Area</b>	<b>Major Area(s) of Concern</b>	<b>Strategies/ Tasks</b>	<b>Benefit Anticipated</b>	<b>Time Scale</b>	<b>Resources Required</b>	<b>Success Criteria</b>	<b>Method(s) of Evaluation</b>	<b>Person-in-charge</b>
<b>I. Curriculum development (Chinese Language)</b>	1.To give individual help for those students with lower Chinese Language proficiency in S.2-S.5. 2.To enhance the effectiveness of collaborative teaching.	1. Collaborative Teaching will be implemented in one of the classes with lower Chinese Language ability in S.2, S.3 and S.5. 2. Each of the class will be co-taught by two Chinese Teachers. 3. To teach Chinese Language in 3 classes (21 lessons); Putonghua (8 lessons) and Chinese History (2 lessons).	1. More individual attention will be given to the students with lower Chinese Language proficiency. 2. The teaching effectiveness of the classes after the implementation of the collaborative teaching. 3. To share the increased number of lessons resulting from the implementation	From September 2009 to August 2010 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 in the classes. 2. The lesson allocation mechanism. 3. The form meetings.	1. The Chinese Language standard of the students is expected to be improved. 2. The number of lessons shared by the contract teachers.	Mr CHAN Kwok-wing

			of the collaborative teaching.					
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<b>Task Area</b>	<b>Major areas of concern</b>	<b>Implementation Plan</b>	<b>Benefits Anticipated</b>	<b>Duration</b>	<b>Resources required</b>	<b>Performance Indicators</b>	<b>Assessment Mechanism</b>	<b>Persons In-charge</b>
<b>II. MMLC, Language Laboratory and Web-SAMS technical support, and support for curriculum development</b>	<ol style="list-style-type: none"> <li>To offer technical assistance and support to teaching staff concerning the use of the <i>MMLC</i> and the Language Laboratory.</li> <li>To help teachers prepare teaching materials/resources, which are to be used in the <i>MMLC</i> and the Language</li> </ol>	To employ one full time <i>MMLC</i> , Language Laboratory and Web-SAMS teaching assistant.	<ol style="list-style-type: none"> <li>To enable teachers to use the <i>MMLC</i> and Language Laboratory effectively.</li> <li>To enable teachers to save more non-teaching time in effective IT teaching.</li> <li>To create more space and time for teachers to plan lessons and mark papers.</li> <li>To provide more space for teachers' self-</li> </ol>	From 1/9/2009 to 31/8/2010. 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"> <li>Feedback from teachers.</li> <li>Teachers' and students' views on the use of the <i>MMLC</i> and Language Laboratory in teaching and learning.</li> <li>Occupancy rate.</li> </ol>	<ol style="list-style-type: none"> <li>Performance review on the teaching assistant.</li> <li>Yearly evaluation.</li> </ol>	Mr. CHAN Chi-keung (Chairman) Ms. KO WONG Sui-yi Mr. LAU Wah-ying Mr. YAU Chi-leung.

	<p>Laboratory.</p> <p>3. To install software to the system in the <i>MMLC</i> and the Language Laboratory upon request by teachers.</p> <p>4. To be responsible for the 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</p>		<p>advancement.</p>					
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	Laboratory. 6. Any other possible duties related to Web-SAMS. 7. Any other possible duties related to IT in Education.							
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<b>Task Area</b>	<b>Major areas of concern</b>	<b>Implementation Plan</b>	<b>Benefits Anticipated</b>	<b>Duration</b>	<b>Resources required</b>	<b>Performance Indicators</b>	<b>Assessment Mechanism</b>	<b>Persons In-charge</b>
<b>III. Curriculum Development, Academic Teaching and Learning</b>	1. To help in data-entry. 2. To develop teaching courseware. 3. To conduct after-class tutorials. 4. To perform other academic-related duties.	To employ one full time Academic Teaching Assistant.	1. To create more space and time to enable teachers to prepare lessons and mark papers. 2. To help students solve learning difficulties.	From 1/11/2009 to 31/8/2010	Remuneration: \$10,000+ 5% MPF contribution = \$10,500	1. Feedback from teachers. 2. Feedback from students attending after school tutorial classes	1. Performance review on the teaching assistant. 2. Yearly evaluation.	Mr.HO Chee-wai (Chairperson) Mrs. CHAN IP Wai-ching Mr. CHAN Chi-keung