

**YUEN LONG MERCHANTS ASSOCIATION  
SECONDARY SCHOOL**



**Proposed Plans  
2010-2011**

## Plan on the use of Capacity Enhancement Grant 2010-2011

Name of School: Yuen Long Merchants Association Secondary School

Means by which teachers have been consulted: 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   | People Responsible          |
|--|--|--|--|---|--|--|---|-----------------------------|
| (I) Curriculum development<br><br>(English Language) | Summer Bridging Course for all P.6 to S.1 students | <p>A) <b><u>To employ 3 English tutors</u></b> to</p> <ol style="list-style-type: none"> <li>1) teach a 10-day Summer Bridging Course.</li> <li>2) run an English Day Camp.</li> </ol> <p>B) <b><u>To employ 1 English tutor</u></b> to</p> <ol style="list-style-type: none"> <li>1) teach a 10-day Summer Bridging Course for 20 elite students.</li> <li>2) run an English Day Camp.</li> </ol> | <p>All English Teachers' workload can be alleviated in the following ways:</p> <ol style="list-style-type: none"> <li>1) Create space for English teachers to prepare for the NSSC and the related administration work.</li> <li>2) Reduce time on teaching the summer bridging course for P.6-S.1.</li> <li>3) Shortened time on helping P.6 to S.1 students adapt to an English learning environment.</li> </ol> | From 9/8/ 2010 to 19/8/2010 --10 sessions | <p>A) Daily salary of three English tutors for the period is \$1,470</p> <p>Salary of 3 English tutors for the period is <math>\\$450 \times 11 \times 3 = \underline{\\$14,100}</math></p> <p>B) Hour salary of the English tutor (Elite Class) for the period is \$200</p> <p>Salary of the English tutor for the period is <math>\\$200 \times 21 = \underline{\\$4,200}</math></p> <p>Total amount of A and B is <math>\\$14,100 + \\$4,200 = \underline{\\$18,300}</math></p> | <ul style="list-style-type: none"> <li>● Increased amount of quality learning/ teaching materials tailored to P.6 to S.1 students.</li> <li>● Increased space created for teachers.</li> </ul> | <ol style="list-style-type: none"> <li>1) Course evaluation forms.</li> <li>2) A Summer Bridging Course Teaching Handbook.</li> </ol> | Ms LEUNG<br>TSE Wing-Cheung |

| <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>II. Curriculum development (Chinese Language)</b> | 1) To run various Chinese language-related activities.<br>2) To strengthen the planning and implementation of the curriculum. | 1) To assist Chinese language teachers run language-related activities.<br>2) To strengthen the collaboration of the Chinese teachers in the design of the curriculum. | Chinese language teachers can focus on lesson preparation with the assistance of the Chinese Teaching Assistant. | From 1/9/2010 to 31/8/2011. 12 months initially and to be extended if situation warrants. | Monthly salary of one Contract Chinese Teaching Assistant :<br>\$10,000 x 12+5% MPF=<br><b><u>\$126,000</u></b> | 1. Students' interest in Chinese language will be aroused.<br>2. The workload of Chinese language teachers will be reduced. | 1. The performance of students in the Chinese language related activities.<br>2. The non-teaching related workload of Chinese language teachers | Mr CHAN Kwok-wing       |

| Task Area  | Major areas of concern   | Implementation Plan  | Benefits Anticipated   | Duration  | Resources required  | Performance Indicators  | Assessment Mechanism   | Persons In-charge  |
|--|--|--|--|---|---|---|--|--|
| <b>III. MMLC, Language Laboratory and Web-SAMS technical support, and support for curriculum development</b> | <p>1. To offer technical assistance and support to teaching staff concerning the use of the <i>MMLC</i> and the Language Laboratory.</p> <p>2. To help teachers prepare teaching materials/resources, which are to be used in the <i>MMLC</i> and the Language 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 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> | To employ one full time <i>MMLC</i> , Language Laboratory and Web-SAMS teaching assistant. | <p>1. To enable teachers to use the <i>MMLC</i> and Language Laboratory effectively.</p> <p>2. To enable teachers to save more non-teaching time in effective IT teaching.</p> <p>3. To create more space and time for teachers to plan lessons and mark papers.</p> <p>4. To provide more space for teachers' self-advancement.</p> | From 1/9/2010 to 31/8/2011. 12 months initially and to be extended if situation warrants. | Monthly salary of one <i>MMLC</i> , Language Laboratory and Web-SAMS teaching assistant:<br>\$12200x12 = \$146,400 + 5% MPF, rounding up to <b><u>\$153,720</u></b> | <p>1. Feedback from teachers.</p> <p>2. Teachers' and students' views on the use of the <i>MMLC</i> and Language Laboratory in teaching and learning.</p> <p>3. Occupancy rate.</p> | <p>1. Performance review on the teaching assistant.</p> <p>2. Yearly evaluation.</p> | <p>Mr. CHAN Chi-keung (Chairman)</p> <p>Ms. KO WONG Sui-yi</p> <p>Mr. LAU Wah-ying</p> <p>Mr. YAU Chi-leung.</p> |

