

**YUEN LONG MERCHANTS ASSOCIATION
SECONDARY SCHOOL**



**Proposed Plans
2011-2012**

Plan on the use of Capacity Enhancement Grant 2011-2012

Name of School: Yuen Long Merchants Association Secondary School

Means by which teachers have been consulted: Staff meeting

No. of operating classes: 32

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 (English Language)	Summer Bridging Course for all P.6 to S.1 students	<u>To employ 2 English tutors</u> to 1) teach an eight-day Summer Bridging Course. 2) run an English Day Camp.	All English Teachers' workload can be alleviated in the following ways: 1) Create space for English teachers to prepare for the NSSC and the related administration work. 2) Reduce time on teaching the summer bridging course for P.6-S.1. 3) Shortened time on helping P.6 to S.1 students adapt to an English learning environment.	From 3/8/ 2011 to 12/8/2011 --23 hours	Hour salary of two English tutors for the period is \$150 Salary of 2 English tutors for 23 hours =<u>\$6,900</u>	1) Increased amount of quality learning/ teaching materials tailored to P.6 to S.1 students. 2) Increased space created for teachers.	Course evaluation forms.	Mrs LEUNG TSE Wing- Cheung

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefit Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	Person-in-charge
II. Curriculum development (Chinese Language)	1) To run various Chinese language-related activities. 2) To strengthen the planning and implementation of the curriculum.	1) To assist Chinese language teachers run language-related activities. 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 1/9/2011 to 31/8/2012. 12 months initially and to be extended if situation warrants.	Monthly salary of one Contract Chinese Teaching Assistant : \$10,000 x 12+5% MPF = \$126,000	1. Students' interest in Chinese language will be aroused. 2. The workload of Chinese language teachers will be reduced.	1. The performance of students in the Chinese language related activities. 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
III. MMLC, Language Laboratory and Web-SAMS technical support, and support for curriculum development	<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 equipment 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 1/9/2011 to 31/8/2012. 12 months initially and to be extended if situation warrants.	Monthly salary of one <i>MMLC</i> , Language Laboratory and Web-SAMS teaching assistant: \$12,700x12 = \$152,400 + 5% MPF, rounding up to <u>\$160,020</u>	<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>Mrs. KO WONG Sui-yi</p> <p>Mr. LAU Wah-ying</p> <p>Mr. YAU Chi-leung.</p>

Task Area	Major areas of concern	Implementation Plan	Benefits Anticipated	Duration	Resources required	Performance Indicators	Assessment Mechanism	Persons In-charge
IV. Curriculum Development-Teaching and Learning Assessment	1. To invigilate First Term written examinations 2011-2012.	1. To employ two daily-rated invigilators to invigilate examinations for teachers teaching both S.6 and S.7 classes in First Term Examination.	To create more space and time for the teachers teaching S.6 and/or S.7 to mark mock examination papers.	1. From 3/1/2012 to 16/1/2012	Remuneration: 1. 2x 10 x \$500 = \$10,000	1. Observation on the performance of the daily-rated invigilators during the examinations. 2. Feedback from teachers being substituted for the examination invigilation duties.	1. Performance review on the daily-rated examination invigilators 2. Survey on teachers being substituted for the examination invigilation duties.	Mr.HO Chee-wai (Chairperson) Mrs. CHAN IP Wai-ching Mr. CHAN Chi-keung
	2. To invigilate 2012 Mock H.K.A.L. written examinations	2. To employ one daily-rated invigilator to invigilate examinations for teachers teaching either S.6 or S.7 classes during 2012 Mock HKAL and/or 2012 Mock DSE Examination.		2. From 14/2/2012 to 27/2/2012	2. 1 x 9 x \$500 = \$4,500			
	3. To invigilate 2012 Mock D.S.E. written examinations.				Total : \$14,500			

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V. NSS – Student Learning Profile (SLP)	To relieve the workload of teachers in preparing the SLP of students	1) To purchase the e-Enrolment module from e-Class in order to assist teachers in preparing for SLP. 2) To use the online platform for the enrolment of students in clubs and activities. 3) To transfer the data of students' participation in extra-curricular activities to the iPortfolio module and 4) To store data electronically.	1) All teachers-in-charge of clubs and activities can recruit members for different clubs and activities electronically and store data electronically.	From September 2011 to August 2012.	One-off grant for purchasing the e-Enrolment module - \$15,000.-	1) 80% of the participants of clubs and activities are enrolled using the e-Enrolment module. 2) Students' participation in ECA can be transferred from the e-Enrolment to the iPortfolio successfully.	1. Student / teacher feedback on the usefulness of e-Enrolment module. 2. Evaluation of the database generated by the e-Enrolment module.	Mr. Yau Chi-leung

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VI. IT – School Website Design	To relieve the workload of teachers in the design and maintenance of school websites	To purchase the service in re-designing and publishing the school website from a web publishing company	All teachers who are responsible for publishing school website can have more room for teaching.	From September 2011 to August 2012.	One-off grant for the service charge of web publishing \$25,000.-	1) A new and well-designed school website has been published. 2) Teachers and teaching assistant can update the school website frequently easily	Student / teacher feedback on the new school website	Mr. Yau Chi-leung

Task Area	Major areas of concern	Implementation Plan	Benefits Anticipated	Duration	Resources required	Performance Indicators	Assessment Mechanism	Persons In-charge
VII. An English Musical	To relieve the workload of English teachers in the training of students for an English Musical	To purchase service for the teaching of drama skills in the English Musical	All English teachers will have more room for teaching and marking while S.1-S.4 students will be given more learning opportunities in an English learning environment .	From March 2012 to May 2012	One-off grant for purchasing service for the production of an English Musical- \$30,000	The English Musical will be staged in the school hall by mid-May 2012.	Student/ teacher feedback on the performance of the English musical	Mrs LEUNG TSE Wing-cheung