

**YUEN LONG MERCHANTS ASSOCIATION
SECONDARY SCHOOL**



**Proposed Plans
2014-2013**

Plan on the use of Capacity Enhancement Grant 2012-2013

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 | Person-in-charge |
|---|--|--|--|---|---|---|---|-------------------------|
| I. 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 1/9/2012 to 31/8/2013. 12 months initially and to be extended if situation warrants. | Monthly salary of one Contract Chinese Teaching Assistant : \$10,000 x 12 MPF = <u>\$120,000</u> | 1. The frequency of students taking part in the Chinese-learning related activities 2. The reduced workload related to the implementation of Chinese-learning related activities of the Chinese language teachers 3. The reduced non-teaching workload of the Chinese language teachers . | 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 |

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| II. Curriculum development – Science KLA, PSHE KLA, PTA and School activities | To enhance the learning of Science, PSHE KLAs | To employ ONE teaching assistant to assist teachers in * designing learning / teaching resource materials. * organizing and implementing learning / teaching activities, and helping monitor students' progress. * handling logistical matters, e.g. assessment record keeping. * teaching in the laboratory. * using e-class learning platform for teaching and learning. *organizing PTA activities. *organizing student activities. | 1. Science and PSHE teachers are to be relieved of some of their workload in preparing teaching materials, conducting learning activities and monitoring students' progress. Teachers concerned can, therefore, concentrate on their teaching and students' learning 2. To assist teachers in preparing teaching materials. 3. To relieve the workload of teachers in organizing PTA activities | From September 2012 to August 2013. | Salary of the teaching assistant for the period September 2012 to August 2013 - [\$13,000 per month (including 5% MPF) for 12 months, i.e. \$(13,000 + 650)×12×1] Total: <u>\$163,800</u> | 1. Increased amount of quality learning / teaching materials tailored to students' needs. 2. Percentage of teachers whose workload has been relieved. 3. The frequency of using on-line exercise/work using the e-class platform | 1. Performance appraisal on the teaching assistant 2. Development of Science Studies teaching materials 3. Student / teacher feedback on the usefulness of the learning / teaching materials 4.Frequency of activities 5.Students' general performance in the subject 6.Successful application of QEF project | Mr. YAU Chi-leung (Chairperson) Mrs. KO WONG Sui-yi Mr. LAU Ting-sang |

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| III. To facilitate the implementation of the NSS Academic structure (NSS & Administration) | To facilitate the implementation of OLE & the preparation for the SLP | To employ ONE contract teaching assistant of degree level to assist NSS Committee and teachers in: <ol style="list-style-type: none"> 1. Preparation and enhancement work in the SLP & i-portfolio. 2. Preparing students records. 3. Data entry for OLE in i-portfolio & SLP for all forms 4. Preparation work & data entry for OEA for JUPAS 5. Updating & enhancing resource bank for NSS OLE 6. NSS Administration work & data analysis 7. Supervising activities after school 8. Performing non-teaching duties, e.g. logistics, board display, data entry and analysis, etc. | <ol style="list-style-type: none"> 1. To help share the workload of NSS Committee & SLP Co-ordinator. 2. To help develop resource bank for OLE. 3. To provide assistance & support for other teachers | From September 2012 to August 2013. 12 months initially and to be extended if situation warrants. | Monthly salary of the TA for the period [\$11,000 per month + 5% MPF] for 12 months, i.e. \$[(11,000+5500)x12] =<u>\$138,600</u> | The issue of SLP for all forms Increased amount of resources in the resource bank | 1.Performance appraisal on the teaching assistant 2.Development of SLP 3.Feedback from teachers on the performance of the teaching assistant | Ms IP wai-ching |

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| IV. Curriculum development (Moral & Civic Education) | <ol style="list-style-type: none"> 1. To share and support work related to the preparation for the implementation of the Moral & Civic education. 2. To procure and develop school-based resources relating to the learning and teaching of the MCE. 3. To release teachers in the schools to participate in the Mainland professional exchange programmes for the MCE organised or co-organised by the EDB. | <ol style="list-style-type: none"> 1. To employ a full-time teacher teaching Chinese Language in ONE class; 2. To procure services to help our school develop the MCE course-related materials. | <ol style="list-style-type: none"> 1. To share the number of lessons resulting from the preparation of the MCE lessons. 2. More resources are available to support the MCE related activities. 3. The development of school-based MCE learning and teaching materials. | From September 2012 to August 2013 | Monthly salary of one Contract Chinese Teacher : (\$23,530×12) =\$282,360+ 5%MPF = <u>\$ 296,478</u> | <ol style="list-style-type: none"> 1. The development of MCE learning and teaching materials. 2. The organization of MCE-related activities; 3. The number of lessons reduced for teacher(s) concerned. 4. The participation rate of the professional development programmes; 5. The participation rate of the Mainland exchange programmes. | <ol style="list-style-type: none"> 1. The number of lessons shared by the contract teacher. 2. The number of MCE learning and teaching materials. 3. The participation rate of the professional development programmes. 4. The participation rate of the Mainland exchange programmes. | Ms NG Fung-shan |

| Task Area | Major areas of concern | Implementation Plan | Benefits Anticipated | Duration | Resources required | Performance Indicators | Assessment Mechanism | Persons In-charge |
|---|--|---|---|-----------------------------|---|--|---|--|
| V. Curriculum Development-Teaching and Learning Assessment | To invigilate First Term written examinations 2012-2013. | 1. To employ two part-time teachers to invigilate examinations for teachers teaching S.6 classes during First Term Examination. | 1. To create more space and time for teachers teaching S.6 classes to prepare students for HKDSE. | From 3/1/2013 to 15/1/2013 | Remuneration: 1. 2x 9 x \$500 = \$9,000 | 1. Observation on the performance of the part-time invigilators during the examinations. 2. Feedback from teachers being substituted for the examination invigilation duties. | 1. Performance review on the part-time 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 employ one part-time teacher to invigilate examinations for teachers teaching S.6 classes during Mock HKDSE Examination. | 2. To create more space and time for teachers to mark examination papers. | From 18/2/2013 to 28/2/2013 | 2. 1x9x\$500 = \$4,500 Total:\$13,500 | | | |

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| VI. An English Musical | To relieve the workload of English teachers in the training of students for an English Musical | To employ one tutor for choreography and one tutor 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.5 students will be given more learning opportunities in an English learning environment . | From 1/9/2012 to 31/12/2012 | The tutor fee for the training is \$450/hourx25= \$11,250 | The English Musical will be staged in Yuen Long Theatre in October 2012. | Student/ teacher feedback on the performance of the English musical | Mrs LEUNG TSE Wing-cheung |