

Evaluation on Capacity Enhancement Grant

Name of School: Yuen Long Merchants Association Secondary School

School Year: 2012-2013

Item	Main Content	Evaluation
Curriculum Development <ul style="list-style-type: none"> ● Moral & Civic Education 	<p><i>To employ one contract teachers</i> to assist teachers in:</p> <ol style="list-style-type: none"> 1) Performing teaching duties 2) Performing non-teaching duties, e.g. organizing student activities, MCE activities, etc. 3) Developing the MCE course-related materials 4) Handling administration duties, e.g. preparing minutes and reports. 	<ul style="list-style-type: none"> ● A resource bank and school-based curriculum for Form teacher Lesson (Junior Form) has been developed. ● The non-teaching related workload of MCE Co-ordinator and Chinese language teachers were lessened. ● A new ECA club (Film Club) has been set up.
Recommendation: Both items should be kept to provide support and enhance capacity of teachers.		
Curriculum Development <ul style="list-style-type: none"> ● Chinese KLA 	<p><i>To employ one Teaching Assistant</i> to assist teachers of the Chinese Department in the following:</p> <ul style="list-style-type: none"> ● Clerical work of the department <ol style="list-style-type: none"> 1. Preparation of teaching materials 2. Preparation of assessment and oral training & speaking examinations 3. Editing of the Chinese collections of good essays. 4. Training and arrangement for Speech Festivals 5. Running of the Chinese Association. 	<ol style="list-style-type: none"> 1. Could alleviate some the working load of the Chinese teachers: 2. Could help to promote students' interest in learning Chinese: <ul style="list-style-type: none"> ● Co-ordinating HK Schools Speech Festival competitions, events and training as well as various writing competitions, helping the students to attain good results; ● Collecting and editing students' good essays for publication ● Making arrangements for students to join different activities and competitions
Curriculum development – Science KLA, PSHE KLA, PTA and School activities To enhance the learning of Science, PSHE KLAs	<p><i>To employ 1 teaching assistant</i> to assist teachers in</p> <ul style="list-style-type: none"> * designing learning / teaching resource materials * organizing and implementing learning / teaching activities, and helping to monitor students' progress * handling logistical matters, e.g. assessment record keeping 	<ol style="list-style-type: none"> 1. Mr. Tsang has developed learning materials in different science subjects, e.g. Chemistry and Physics and Mathematics. He has also run different tutorial classes for the student in helping them to have a better understanding in their studies. His hard work and positive

	<ul style="list-style-type: none"> * assisting teaching in the laboratory * assisting teachers to use e-class learning platform for teaching and learning * assisting teachers to organize PTA activities * assisting teachers to organize student activities 	<p>attitude was admired by both the teachers and students.</p> <ol style="list-style-type: none"> 2. He assisted Mr. Lau to organize different PTA activities and alleviate his workload. 3. He looked after the NSS students who have dropped out 1 elective subjects and help them solve their problems in their studies. 4. He worked with high motivation and is found to be highly devoted to his work in school. 5. It is hope that in the future. he can work along with the science teachers to develop the junior science curriculum to cater for students' need and learner's diversity
<p>Implementation of the NAS (NSS & Administration):</p> <ul style="list-style-type: none"> ● Implementation of OLE & ● Preparation for the SLP 	<p><i>To employ 1 contract teaching assistant</i> of degree level to assist NSS Committee and teachers in :</p> <ol style="list-style-type: none"> 1) Preparation and enhancement work in the SLP & i-portfolio 2) Preparing student 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. 	<ul style="list-style-type: none"> ● The workload of NSS Committee & SLP Co-ordinator was lessened and the expected products finished before deadlines ● All F6 students were provided with a copy of SLP which could be used for application for further studies ● F1-F5 students each received an SLP showing their participation in OLE/ECA ● A resource bank for OLE is being developed ● Senior form students with free lessons were taken care of and supervised in their free lessons, reducing teachers' time and effort to take care of them ● Owing to limited time and resources, the teaching assistant did not have much free time to help prepare teaching materials for

		teachers
	Recommendation: It should be kept to provide support and enhance capacity of teachers.	
Enriching the English environment & make learning English more fun – Production of an English Musical	Purchasing Musical service for the teaching of drama skills in the English Musical	The English Musical ‘High School Musical 2’ was successfully staged in Yuen Long Theatre on 31/10/2012. All S.1-S.4 students appreciated the performance together.
Curriculum Development Teaching and Learning Assessment	<i>To employ two part-time teachers</i> to perform the invigilation duties of S6 subject teachers in First Term Exam.	S6 subject teachers appreciated the scheme as they could focus on their teaching and marking duties

Report compiled by _____
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