

Plan on the Use of Capacity Enhancement Grant (CEG) 2013-2014

Name of School: Yuen Long Merchants Association Secondary School

Means by which teachers have been consulted: Staff meeting/ Department meetings

No. of operating classes: 30

Task Area	Major areas of concern	Implementation Plan	Benefits Anticipated	Duration	Resources required	Performance Indicators	Assessment Mechanism	Persons In-charge
Enriching the English Environment & promoting interest in learning English -- <u>An English Musical</u>	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.4 students will be given more learning opportunities in an English learning environment.	From April 2013 to November 2013	Hour salary of the two tutors for the period is \$450/hour. Estimated total: \$40,000	The English Musical will be staged in the school hall on the school's OLE Afternoon, 15 th November, 2013.	Student/ teacher feedback on the performance of the English musical	Mrs LEUNG TSE Wing-cheung
Curriculum Development -- Teaching and Learning Assessment	<u>Examination Invigilation</u> – To invigilate in S1-S6 Half-yearly Examination and the HKDSE 2014 Mock Examination.	To employ two part-time teachers or university students to perform invigilation duties for S.6 subject teachers during the S1-S6 Half-yearly Examination and the HKDSE 2014 Mock Examination	To enable S6 subject teachers to save more non-teaching time in effective teaching. To create more space and time for teachers to plan lessons and mark papers.	From 28/10/2013 to 19/2/2014	Remuneration: 3x 9 x \$500 x2 = \$27,000	1) Observation on the performance of the part time invigilators in the exams. 2) Feedback from teachers being substituted for examination invigilation	1) Performance review on the part time examination invigilators 2) Survey on teachers being substituted in the examinations	Mrs. CHAN IP Wai-ching

<p>Curriculum development (Assessment for learning)</p> <p>- English Language</p>	<p>To facilitate the implementation of School-Based Assessment, Territory-wide System Assessment, Language and non-language arts teaching and SSC in the English Language Subject</p>	<p>To employ one English Teaching Assistant to</p> <ol style="list-style-type: none"> 1) Create space for English teachers to prepare for the NSSC. 2) Video-record SBAs in S.4, S.5 and S.6. 3) Do clerical and administrative work so that teachers can have time and space to plan and run English activities for the students. 4) Do all the clerical work related to the English Enhancement courses and activities run after-school and during holidays throughout the academic year. 	<p>All English Teachers' workload can be alleviated in the following ways:</p> <ol style="list-style-type: none"> 1) Be specialized in the teaching of the English Subject. 2) Reduce the extra time on activity preparation. 	<p>From September 2013 to August 2014 – 12 months initially and to be extended if situation warrants</p>	<p>Monthly salary of the English teaching assistant for the period [\$11,000 per month +5% MPF] for 12 months, i.e. $[(11,000+550) \times 12 \times 1]$ = <u>\$138,600</u></p>	<ul style="list-style-type: none"> ● Increased amount of quality learning/teaching materials tailored to students' need ● Increased space created for teachers 	<ol style="list-style-type: none"> 1) Performance appraisal on teaching assistant 2) Feedback from teachers, students on the performance of the teaching assistant 3) Development of teaching materials for the English Subject 	<p>Ms LEUNG TSE Wing- Cheung</p>
<p>Curriculum development</p> <p>■ Liberal Studies</p>	<p>To develop the New Senior Secondary Curriculum</p>	<p>To employ 1 contract Teaching Assistant in:</p> <ol style="list-style-type: none"> 1) developing teaching materials, exercises, etc. 2) conducting out-of-school activities, field trips, after-school tutorials, etc. 3) performing non-teaching duties, e.g. logistics, data entry and analysis, etc. 4) developing a resource bank for NSS Liberal Studies 	<ul style="list-style-type: none"> ● To help share the workload of LS teachers ● To help develop resource bank for NSS Liberal Studies 	<p>From September 2013 to August 2014. 12 months initially and to be extended if situation warrants</p>	<p>Monthly salary of the full time teaching assistant for the period [\$11,300 per month +5% MPF] for 12 months, i.e. $[11,300 \times 1.05 \times 12]$ = <u>\$142,380</u></p>	<ul style="list-style-type: none"> ● Percentage of teachers whose workload will be relieved ● Increased amount of quality learning /teaching materials tailored to students' needs ● Increased amount of resources in the resource bank 	<ol style="list-style-type: none"> 1) Performance appraisal on the full time teaching assistant 2) Development of teaching materials for Liberal Studies 3) Feedback from teachers on the performance of the teaching-assistant 	<p>Ms WAN CHUNG Wai-ching</p>

Proposed by: _____
Date: 15-7-2013

IP Wai Ching (Vice Principal & Academic Mistress)