

Evaluation on Capacity Enhancement Grant (CEG)

Name of School: Yuen Long Merchants Association Secondary School

School Year: 2014-2015

Item	Main Content	Evaluation
1. Curriculum development (Assessment for learning) -- English Language	Employing one contract English Teaching Assistant to perform non-teaching duties in the English panel to create space for English teachers <ul style="list-style-type: none"> ➤ Do clerical and administrative work ➤ Video-record SBAs in S.4, S.5 and S.6. ➤ Do the clerical work related to the English Enhancement courses and activities run after-school and during holidays throughout the academic year. 	English Teachers' workload was alleviated in the following ways: Preparation time for activity and assessment was reduced and clerical work in the panel was shared by the Teaching Assistant.
2. Curriculum development (Assessment for learning) -- Chinese Language	Employ one Chinese teaching assistant to perform non-teaching duties in the Chinese panel to create space for Chinese teachers <ul style="list-style-type: none"> ➤ Assist Chinese language teachers run language-related activities. ➤ Strengthen the collaboration of the Chinese teachers in the design of the curriculum. ➤ Assist in other school duties concerning learning and teaching 	Chinese Teachers' workload was alleviated in the following ways: Preparation time for activity and assessment was reduced and clerical work in the panel was shared by the Teaching Assistant.
3. Curriculum development -- Liberal Studies -- To develop the New Senior Secondary Curriculum	Employing 1 contract LS Teaching Assistant to help <ul style="list-style-type: none"> ➤ Develop teaching materials, exercises, etc. ➤ Conduct out-of-school activities, field trips, after-school tutorials, etc. ➤ Perform non-teaching duties, e.g. logistics, data entry and analysis, etc. ➤ Develop a resource bank for NSS Liberal Studies 	<ul style="list-style-type: none"> ➤ Teachers' feedback reflected that about 60% of teachers' workload in handling logistical matters like data entry, distribution of teaching materials, writing minutes and producing teaching materials like searching relevant teaching materials, data and Powerpoint production was relieved. ➤ With the help of teaching assistant, the amount of quality learning /teaching materials tailored to students' needs increased significantly in this academic year. ➤ The amount of resources in the resource bank in the school server increased significantly.
4. Enriching the English environment & promoting interest in learning English – Production of an English Musical	<ul style="list-style-type: none"> ➤ Employing 1-2 professional instructors for choreography and the teaching of drama skills in the English Musical. ➤ Employing a professional crew to give audio, lighting technical support and renting necessary equipment for the musical performance. 	<ul style="list-style-type: none"> ➤ The English Musical “The Sound of Music” was successfully staged in the school hall on the school's OLE Afternoon, 15th November, 2013 for the whole school. Students as audience enjoyed watching the performance and S1-S4 performing students benefited from the learning experiences in an English learning environment. ➤ English teachers had more room for teaching and marking.
5. Curriculum Development -- Teaching and	Employing two daily rated invigilators to perform the invigilation duties in S1-S6 Half-yearly Examination and the HKDSE 2015 Mock Examination.	The daily rated invigilators provided very efficient services and S6 subject teachers appreciated the scheme as they could focus on their teaching and marking duties.

Learning Assessment		
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Recommendations: It was recommended the above schemes should be maintained to create space for teachers and facilitate students learning and teaching.

Report submitted by teachers-in-charge and compiled by: _____ YAU Chi Leung (Vice Principal & Academic Master)

Date: 27-6-2015