

Plan on the Use of Capacity Enhancement Grant (CEG) 2015-2016

Capacity Enhancement Grant (CEG): \$574,415 (2015/16) -- A recurrent provision

Objective: To relieve teachers' workload so that teachers will have enhanced capacity to concentrate on the critical tasks in the education reform

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
Curriculum development (Liberal Studies)	To assist teachers and the LS panel in the preparation of teaching materials for the teaching of LS and logistics work in the organization of learning-related programmes and activities	To employ 1 contract teaching assistant in: 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	1) To help share the workload of LS teachers 2) To help develop resource bank for NSS Liberal Studies	From September 2015 to August 2016 initially and to be extended if situation warrants	Monthly salary of the full time teaching assistant for the period \$12,000 X 105% X12 MONTHS = \$151,200	<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 	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	Mr. YAU Chi-leung
Curriculum development (Assessment for learning)	To assist teachers and the Chinese History panel in the preparation of teaching materials	To employ one Chinese History assistant teacher to 1) Create space for	All Chinese History and careers teachers' workload can be alleviated in the	From September 2015 to August 2016 – 12	Monthly salary of the English teaching assistant for the period \$19,000 X 105% X	<ul style="list-style-type: none"> ● Increased amount of quality learning/ teaching 	1) Performance appraisal on teaching assistant 2) Feedback from	Mr. YAU Chi-leung

(Chinese History)	and logistics work in the organization of learning-related programmes and activities	Chinese History teachers to prepare for the NSSC. 2) To develop teaching materials for Chinese History 3) Do clerical and administrative work to free teachers time and space to plan and run CLP activities	following ways: 1) Be specialized in the teaching of the Chinese History Subject. 2) Have more room for individual career counselling.	months initially and to be extended if situation warrants	12 MONTHS = \$239,400	materials tailored to students' need ● Increased space created for teachers	teachers, students on the performance of the teaching assistant 3) Development of teaching materials for the English Subject	
Curriculum development (Chinese Language)	To run various Chinese language-related activities To strengthen the planning and implementation of the curriculum. To provide more space for teachers by assisting in performing non-teaching duties	To employ one Chinese teaching assistant : 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. 3) To assist in other school duties concerning learning and teaching	Chinese language teachers can focus on lesson preparation with the assistance of the Chinese Teaching Assistant; Non-academic workload of teachers can be shared	From September 2015 to August 2016; 12 months initially and to be extended if situation warrants.	Monthly salary of one Contract Chinese Teaching Assistant : \$10,700 X 105% X 12 MONTHS = \$134,820	● Students' interest in Chinese language will be aroused. ● The workload of Chinese language teachers will be reduced.	1) Performance appraisal on the full time teaching assistant 2) Development of teaching materials for Chinese Language 3) Feedback from teachers on the performance of the teaching-assistant	Mr CHAN Kwok-wing
An English Musical	To relieve the workload of English	To employ one tutor for choreography	All English teachers will have	From November	Hour salary of the two tutors for the	The English Musical will be	Student/ teacher feedback on the	Mrs LEUNG TSE

	teachers in the training of students for an English Musical	and one tutor for the teaching of drama skills in the English Musical.	more room for teaching and marking while S.1-S.4 students will be given more learning opportunities in an English learning environment.	2015 to March 2016	period is \$450-\$500 per hour. Estimated total: <u>\$50,000</u>	staged in the school hall in the OLE afternoon in the second term	performance of the English musical	Wing-cheung
	Audio, lighting Technical Support and Equipment Rental for English Musical	1) To employ one crew to give audio, lighting technical support. 2) To rent necessary equipment for the musical performance.	All English teachers will have more room for teaching and marking while S.1-S.6 students will be given more learning opportunities in an English learning environment.	On the performance day	\$14,000	Good audio and lighting effects during the English Musical performance to be staged in the school hall in the OLE afternoon in the second term	Student/ teacher feedback on the performance of the English musical	Mrs LEUNG TSE Wing-cheung
	Make-up, wardrobe and props	3) To prepare for props, costumes & make-up for the performance	Students will work in teams to complete different jobs and they can learn different practical skills and team work	From January to March 2016	\$5000	Props, costumes ready for use in the performance and various backstage teams complete the required tasks	Feedback from students, teachers and audience	Miss YH Kam and Mr. CK Chan

Proposed by: _____ Yau Chi Leung (Vice Principal & Academic Master)

Date: 15-7-2015