

## Plan on the Use of Capacity Enhancement Grant (CEG) 2016-2017

Capacity Enhancement Grant (CEG): \$588,202 (2016/17) -- 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 (Assessment for learning)  (Chinese History)	To assist teachers and the Chinese History panel in the preparation of teaching materials and logistics work in the organization of learning-related programmes and activities	To employ one <b><u>Chinese History teacher</u></b> to  1) Create space for Chinese History teachers to prepare for the NSSC. 2) To develop teaching materials for Chinese History	All Chinese History and Chinese teachers' workload can be alleviated in the following ways:  1) Be specialized in the teaching of the Chinese History Subject. 2) Have more room for individual career counselling.	From September 2016 to August 2017 – 12 months initially and to be extended if situation warrants	Monthly salary of the Chinese History teacher for the period $\$26,700 \times 1.05 \times 7 + \$29,455 \times 1.05 \times 5 = \underline{\underline{\$350,884}}$	<ul style="list-style-type: none"> <li>● Increased amount of quality learning/teaching materials tailored to students' need</li> <li>● Increased space created for teachers</li> </ul>	1) Performance appraisal on teaching assistant 2) Feedback from teachers, students on the performance of the teacher 3) Development of teaching materials for the Chinese History	Mr. YAU Chi-leung
Curriculum development  (Chinese)	To run various Chinese language-related activities	To employ one Chinese teaching assistant : 1) To assist	Chinese language teachers can focus on lesson preparation with	From September 2016 to August	Monthly salary of one Contract Chinese Teaching Assistant :	<ul style="list-style-type: none"> <li>● Students' interest in Chinese language</li> </ul>	1) Performance appraisal on the full time	Ms CHAN Yee-ling

Language)	To strengthen the planning and implementation of the curriculum.  To provide more space for teachers by assisting in performing non-teaching duties	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	the assistance of the Chinese Teaching Assistant;  Non-academic workload of teachers can be shared	2017; 12 months initially and to be extended if situation warrants.	\$13,000 X 1.05 X 12 MONTHS = <b><u>\$163,800</u></b>	will be aroused. ● The workload of Chinese language teachers will be reduced.	teaching assistant 2) Development of teaching materials for Chinese Language 3) Feedback from teachers on the performance of the teaching-assistant	
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.4 students will be given more learning opportunities in an English learning environment.	From November 2016 to March 2017	Hour salary of the two tutors for the period is \$450-\$500 per hour. Estimated total: <b><u>\$50,000</u></b>	The English Musical will 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
	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	All English teachers will have more room for teaching and marking while S.1-S.6 students will be given more learning	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	Student/ teacher feedback on the performance of the English musical	Mrs LEUNG TSE Wing-cheung

		the musical performance.	opportunities in an English learning environment.			afternoon in the second term		
	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 2017	\$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

### Evaluation on Capacity Enhancement Grant (CEG)

Name of School: Yuen Long Merchants Association Secondary School

School Year: 2015-2016

Item	Main Content	Evaluation
1. Curriculum development – Chinese History	<p>Employing one contract Chinese History Assistant Teacher to perform teaching and non-teaching duties in the Chinese History panel to create space for Chinese History and Chinese teachers</p> <ul style="list-style-type: none"> <li>➤ Do clerical and administrative work</li> <li>➤ Prepare teaching materials in Chinese History</li> <li>➤ Teach Chinese History both in the Junior and Senior form</li> </ul>	<p>Chinese History and Chinese Teachers' workload was alleviated in the following ways:</p> <p>Preparation time for teaching materials and lesson time was reduced and clerical work in the panel was shared by the Assistant Teacher.</p>
2. Curriculum development (Assessment for learning) -- Chinese Language	<p>Employ one Chinese teaching assistant to perform non-teaching duties in the Chinese panel to create space for Chinese teachers</p> <ul style="list-style-type: none"> <li>➤ Assist Chinese language teachers run language-related activities.</li> <li>➤ Strengthen the collaboration of the Chinese teachers in the design of the curriculum.</li> <li>➤ Assist in other school duties concerning learning and teaching</li> </ul>	<p>Chinese Teachers' workload was alleviated in the following ways:</p> <p>Preparation time for activity and assessment was reduced and clerical work in the panel was shared by the Teaching Assistant.</p>
3. Curriculum development -- Liberal Studies -- To develop the New Senior Secondary Curriculum	<p>Employing 1 contract LS Teaching Assistant to help</p> <ul style="list-style-type: none"> <li>➤ Develop teaching materials, exercises, etc.</li> <li>➤ Conduct out-of-school activities, field trips, after-school tutorials, etc.</li> <li>➤ Perform non-teaching duties, e.g. logistics, data entry and analysis, etc.</li> <li>➤ Develop a resource bank for NSS Liberal Studies</li> </ul>	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ With the help of teaching assistant, the amount of quality learning /teaching materials tailored to students' needs increased significantly in this academic year.</li> <li>➤ The amount of resources in the resource bank in the school server increased significantly.</li> </ul>
4. Enriching the English environment & promoting interest in learning English –	<ul style="list-style-type: none"> <li>➤ Employing 1-2 professional instructors for choreography and the teaching of drama skills in the English Musical.</li> </ul>	<ul style="list-style-type: none"> <li>➤ The English Musical “The Sound of Music” was successfully staged in the school hall on the school's OLE Afternoon for the whole school. Students as audience enjoyed watching the performance and S1-S4 performing students benefited from the</li> </ul>

Production of an English Musical	➤ Employing a professional crew to give audio, lighting technical support and renting necessary equipment for the musical performance.	➤ learning experiences in an English learning environment. ➤ English teachers had more room for teaching and marking.
5. Curriculum Development -- Teaching and Learning Assessment	Employing two daily rated invigilators to perform the invigilation duties in S1-S6 Half-yearly Examination and the HKDSE 2016 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.

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: 27-6-2016