

**Plan on Use of Senior Secondary Curriculum Support Grant (SSCSG) in 2013/14 School Year**

Objective: To facilitate the implementation of the NSS academic structure

Name of School: Yuen Long Merchants Association Secondary School

Means by which teachers have been consulted: Opinion survey followed by staff meeting

No. of operating classes: 30

| Task Area                                 | Major Area(s) of Concern                                 | Strategies/ Tasks   | Benefit Anticipated   | Time Scale  | Resources Required   | Success Criteria  | Method(s) of Evaluation   | People Responsible |
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| Curriculum development – Chinese Language | To enhance the learning of Chinese Language for S1 to S6 | <b><u>To employ 1 contract teacher</u></b> to assist teachers in teaching 3 classes of Chinese Language, 3 classes of Chinese History, 2 classes of PTH | 1) S1 to S6 Chinese Language teachers to be relieved of some of their workload in preparing teaching materials, conducting learning activities and monitoring students' progress.<br>2) Teachers can concentrate on preparing students for the <i>HKDSE</i> . | From September 2013 to August 2014. 12 months initially and to be extended if situation warrants. | Salary of the Certificate Master for the period September 2013 to August 2014 [\$25,685 per month + \$1000 MPF] for 12 months, i.e. \$(25,685 + 1000)×12<br><br>Total = \$320220 | 1) Percentage of teachers whose workload has been relieved.<br>2) Increased amount of quality learning / teaching materials tailored to students' needs.<br>3) Percentage of students who can complete the tailor-made exercises.<br>4) Percentage of students who obtain better results in examinations and tests. | 1) Space created for the S1-S6 Chinese Language teachers, e.g. number of teaching classes or periods per cycle reduced<br>2) Performance appraisal on the teacher<br>3) Development of Chinese Language teaching materials<br>4) Student / teacher feedback on the usefulness of the learning / teaching materials<br>5) Students' general performance in the subject | Mr. Chan Kwok Wing |

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| Curriculum development – Science KLA, Mathematics KLA,                   | To enhance the teaching and learning of Mathematics and Science KLAs       | <p><b><u>To employ 1 assistant teacher</u></b> to</p> <ol style="list-style-type: none"> <li>1) teach mathematics and science</li> <li>2) designing learning / teaching resource materials</li> <li>3) organizing and implementing learning / teaching activities, and helping to monitor students' progress</li> <li>4) assisting teaching in the laboratory</li> <li>5) assisting teachers to set up e-class learning platform for teaching and learning</li> <li>6) assisting teachers to organize student activities</li> </ol>   | <ol style="list-style-type: none"> <li>1) Mathematics and Science teachers to be relieved of some of their workload in preparing teaching materials, conducting learning activities and monitoring students' progress.</li> <li>2) Therefore, they can concentrate on their teaching and students' learning</li> <li>3) To assist teachers to prepare teaching materials</li> </ol> | From September 2013 to August 2014.   | Salary of the assistant teacher for the period September 2013 to August 2014 –<br><br>[\$16,090 per month (including 5% MPF) for 12 months, i.e. \$(16894.5×12)<br><br>= <b><u>\$202,734</u></b> | <ol style="list-style-type: none"> <li>1) Increased amount of quality learning /teaching materials tailored to students' needs.</li> <li>2) Percentage of teachers whose workload has been relieved.</li> <li>3) The frequency of using on-line exercise/work using the e-class platform</li> </ol> | <ol style="list-style-type: none"> <li>1) Performance appraisal on the assistant teacher</li> <li>2) Development of Science and 1 Studies teaching materials</li> <li>3) Student / teacher feedback on the usefulness of the learning / teaching materials</li> <li>4) Frequency of activities</li> <li>5) Students' general performance in the subject</li> </ol> | Mr. Chan Chi-keung<br>Mr. Yau Chi-leung |
| Implementation of the senior secondary education -- NSS & Administration | To facilitate the implementation of NSS, OLE & the preparation for the SLP | <p>To employ 1 contract teaching assistant of degree level to assist Academic Committee and teachers in :</p> <ol style="list-style-type: none"> <li>1) Preparation and enhancement work in the SLP &amp; i-portfolio</li> <li>2) Data entry for OLE in i-portfolio &amp; SLP for all forms</li> <li>3) Preparation work &amp; data entry for OEA for JUPAS</li> <li>4) NSS Administration work &amp; data analysis</li> <li>5) Supervising &amp; assisting in self-study periods for senior secondary students</li> <li>6) Supervising activities after school</li> <li>7) Performing non-teaching duties, e.g. logistics, board display, data entry and analysis, etc.</li> </ol> | <ol style="list-style-type: none"> <li>1) To help share the workload of Academic Committee &amp; SLP Co-ordinator</li> <li>2) To help develop resource bank for OLE</li> <li>3) To provide assistance &amp; support for other teachers</li> </ol>   | From September 2013 to August 2014.<br><br>12 months initially and to be extended if situation warrants | Monthly salary of the TA for the period [\$11,300 per month +5% MPF] for 12 months, i.e. \$[(11,300+\$565) × 12]<br><br>= <b><u>\$142,380</u></b>  | <ol style="list-style-type: none"> <li>1) The issue of SLP for all forms</li> <li>2) Increased amount of resources in the resource bank</li> </ol>  | <ol style="list-style-type: none"> <li>1) Performance appraisal on the teaching assistant</li> <li>2) Development of SLP</li> <li>3) Feedback from teachers on the performance of the teaching-assistant</li> </ol>  | Ms IP Wai-ching                         |

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| Curriculum development -- English Language    | 1) To enhance the teaching and learning of English Language   | To buy one <i><b>On-line English Programme</b></i> for S.1-S.6. | <ol style="list-style-type: none"> <li>1) S.1-S.6 students are to be exposed to different sources of English learning materials which assist English learning;</li> <li>2) S.1-S.6 students are given different self-access learning materials in parallel to the learning materials in the adopted textbooks;</li> <li>3) S.1-S.6 students can practice four skills anywhere at anytime.</li> <li>4) English teachers are to be relieved of some of their workload in preparing teaching materials and conducting learning activities.</li> </ol> | From October 2013 to August 2014.<br><br>11 months initially and to be extended if situation warrants. | Service fee for the period<br>Total =\$\$40,000 | No less than 70% of each form can complete the assigned exercises.      | 1) Feedback from teachers and students on the service and exercises of the programme throughout the year. | Ms. TSE Wing-cheung<br><br>Mr SIN Wai-yin |
| Curriculum development – various NSS subjects | To increase teaching resources;<br>To provide more learning resources in Library and Resource Library;<br>Promote and facilitate self-study | To buy books and supplementary teaching materials               | More and better reference materials and books available for teachers' and students' use  | Throughout the school year   | \$30,000  | Higher teaching and learning effectiveness resulted from more resources | Feedback from teachers & students   | Ms IP Wai Ching & Subject panel chairmen  |

Proposal compiled by Ms IP Wai Ching

10-7-2013

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