

**Hong Kong Taoist Association Tang Hin Memorial Secondary School**  
**Use of Capacity Enhancement Grant (Basic Provision)**  
**ANNUAL REPORT (2008 - 2009)**

<b>1.</b>	<b>OBJECTIVES OF THE CURRENT SCHOOL YEAR</b>
<b>1.1</b>	To enhance students' language proficiency
<b>1.2</b>	To cope with diverse and special learning needs of students
<b>1.3</b>	To facilitate the implementation of School-Based Assessment (SBA) and Territory- wide System Assessment (TSA)
<b>1.4</b>	To achieve one of our school's missions - "one art for life" and to enhance the musical life of the school
<b>1.5</b>	To develop a better physical education curriculum

**2. Review of Programme Plan**

<b>Objective 1.1 To enhance students' language proficiency</b>					
<b>Action/Task</b>	<b>Teacher-in-charge</b>	<b>Success Criteria</b>	<b>Evaluation</b>	<b>Follow-Up Actions</b>	<b>Remarks/Suggestion For Further Improvement</b>
(1) To employ part-time teaching assistants (TA) to conduct English classes / activity sessions for S.3 to S.5.	Ms Leung KC Mr. Lam HB Ms Ngo KK	<ul style="list-style-type: none"> <li>● Most of the target (&gt;90%) students attain a pass in the Annual Results.</li> <li>● Most of the target students show improvement in academic performance after attending the courses.</li> <li>● Most of the target students agree that the courses are useful for improving their language proficiency.</li> </ul>	<ul style="list-style-type: none"> <li>● 100% of the target students passed in English. The results were satisfactory.</li> <li>● Most of the target students showed improvement in academic performance after attending the courses.</li> <li>● Most of the target students (about 75% in S.3 and 90% in S4-5) agreed that the courses were useful for improving their language proficiency.</li> </ul>	The part-time teaching assistants and subject teachers should discuss the students' learning progress and suggest ways for them to improve.	Students' attendance in the remedial classes was satisfactory. There were, however, still some cases of absence not supported with good reasons so follow-up work was needed.

<p>(2) To employ a part-time teaching assistant (TA) to conduct Chinese classes / activity sessions for S.1 to S.2.</p>	<p>Ms Leung KC Mr. Lam HB Ms Lau CY</p>	<ul style="list-style-type: none"> <li>● Most of the target (&gt;90%) students attain a pass in the Annual Results.</li> <li>● Most of the target students show improvement in academic performance after attending the courses.</li> <li>● Most of the target students agree that the courses are useful for improving their language proficiency.</li> </ul>	<ul style="list-style-type: none"> <li>● 100% of the target students passed in Chinese. The results were satisfactory.</li> <li>● Most of the target students showed improvement in academic performance after attending the courses.</li> <li>● Most of the target students (about 70%) agreed that the courses were useful for improving their language proficiency.</li> </ul>	<p>The part-time teaching assistants and subject teachers should discuss the students' learning progress and suggest ways for them to improve.</p>	<p>More student-centred activities can be arranged in the courses so as to increase students' motivation in learning languages.</p>
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<b>Objective 1.2 To cope with diverse and special learning needs of students</b>					
<b>Action/Task</b>	<b>Teacher-in-charge</b>	<b>Success Criteria</b>	<b>Evaluation</b>	<b>Follow-Up Actions</b>	<b>Remarks/Suggestion For Further Improvement</b>
To employ part-time teaching assistants (TA) to conduct Mathematics classes / activity sessions for S.1 to S.5.	Ms Leung KC Mr. Lam HB Mr. Cheung WC	<ul style="list-style-type: none"> <li>● Most (&gt; 90%) of the target students attain a pass in the Annual Results.</li> <li>● Most of the target students show improvement in academic performance after attending the courses.</li> <li>● Most of the target students agree that the courses are useful for improving their Mathematics standard and arouse their interest in learning Mathematics.</li> </ul>	<p>(1) About 85% of the target students in junior forms attained a pass in the Annual Results. Although the percentage was lower than expected, most failed students had 45 marks or above in the annual results. All S.5 students got a pass in the HKCEE.</p> <p>(2) Most of the target students showed improvement in academic performance after attending the courses.</p> <p>(3) Most of the target students (about 80%) agreed that the courses were useful for improving their academic performance.</p>	The part-time teaching assistants and subject teachers can give more encouragement to the students and help them set goals to achieve in the coming school term.	<p>Students' attendance in the remedial classes was satisfactory. There were, however, still some cases of absence not supported with good reasons so follow-up work was needed.</p> <p>More experienced teachers can be employed.</p>

<b>Objective 1.3: To facilitate the implementation of School-Based Assessment (SBA) and Territory- wide System Assessment (TSA)</b>					
<b>Action/Task</b>	<b>Teacher-in-charge</b>	<b>Success Criteria</b>	<b>Evaluation</b>	<b>Follow-Up Actions</b>	<b>Remarks</b>
(1) To employ a full time teaching assistant to serve as - a co-ordinator of TSA, remedial classes and SBA to handle all the administrative work - a teaching assistant to help Liberal Studies (LS) to develop materials and activities for teaching and assessment	Ms Leung KC Mr Lam HB Ms Kwok FM	<ul style="list-style-type: none"> <li>● Teachers can concentrate on curriculum development.</li> <li>● Practical and flexible logistical arrangements to facilitate SBA and TSA implementation</li> <li>● Percentage of teachers whose workload has been reduced</li> <li>● Increased amount of LS learning/ teaching materials tailored to students' needs</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers were able to concentrate on curriculum development and leave nearly all the administrative work to the TA.</li> <li>● Logistical arrangements were practical to facilitate SBA and TSA implementation.</li> <li>● Some teachers' workload has been reduced.</li> <li>● The TA has prepared a set of LS learning materials.</li> </ul>	As the TA's workload is heavy, more detailed working schedule should be discussed with her so that she can allocate her time more efficiently.	The TA will allocate more time to help Liberal Studies (LS) to develop materials and activities for teaching and assessment.

<p>(2) To employ a full time IT temporary teaching assistant to:</p> <ul style="list-style-type: none"> <li>- develop and maintain the computer system for storage and analysis of data for TSA, remedial classes and SBA</li> <li>- help teachers video-tape school-based assessment activities</li> <li>- help teachers produce learning and assessment materials</li> </ul>	<p>(1) Ms Leung KC (Chief-in-charge ) (2) Mr. Wong ST (IT)</p>	<ul style="list-style-type: none"> <li>● Teachers can concentrate on curriculum development.</li> <li>● Percentage of teachers whose workload has been reduced</li> <li>● Increased the amount of learning and assessment materials by using IT</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers were able to concentrate on curriculum development and leave most of the work related to IT such as recording and editing to the TA.</li> <li>● Some teachers' workload has been reduced.</li> <li>● The amount of learning and assessment materials by using IT has been increased.</li> </ul>	<p>As the TA's workload is heavy, more detailed working schedule should be discussed with him so that he can allocate his time more efficiently.</p>	<p>It is necessary to upgrade the computer system in our school to facilitate SBA. Other sources of funds will be used to upgrade the system.</p>
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<b>Objective 1.4: To achieve one of our school's missions - "one art for life" and to enhance the musical life of the school</b>					
<b>Action/Task</b>	<b>Teacher-in-charge</b>	<b>Success Criteria</b>	<b>Evaluation</b>	<b>Follow-Up Actions</b>	<b>Remarks/Suggestion For Further Improvement</b>
To employ part-time instrument instructors for 1 year to run instrument classes - Besides giving lessons, they will organize activities for students such as visits, attending concerts and other music appreciation activities.	Ms Leung SW	<ul style="list-style-type: none"> <li>● 80% or above attendance throughout the year.</li> <li>● Students can manage the basic skills of playing the instruments.</li> </ul>	<p>(1) 47 students took the instrumental courses. The attendance was high (&gt;70%).</p> <p>(2) The students were able to manage the basic skills of playing the instruments. They won 3 prizes in the Hong Kong Schools Music Festival. They also gave performances on Speech Day and S.1 Orientation Day.</p>	The attendance records must be filed and kept properly by Miss Leung Sau Wai.	The subsidies from the Capacity Enhancement Grant are not enough for running all the courses. Other sources of funds should be found to subsidize students to attend the courses.

<b>Objective 1.4: To develop a better physical education curriculum</b>					
<b>Action/Task</b>	<b>Teacher-in-charge</b>	<b>Success Criteria</b>	<b>Evaluation</b>	<b>Follow-Up Actions</b>	<b>Remarks/Suggestion For Further Improvement</b>
To employ part-time coaches for 1 year to teach basketball, Chinese dance, table tennis, Tai Chi, and rope skipping. Besides giving lessons, they will organize activities for students such as visits, public performances and competitions.	Ms Chan Wai Chung	<ul style="list-style-type: none"> <li>● 80% or above attendance throughout the year.</li> <li>● Students are able to manage the basic skills of the activities.</li> <li>● More time is available for PE teachers to develop a more diverse PE curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>● Over 100 students took the courses. The attendance was very high (&gt;80%).</li> <li>● The students were able to manage the basic skills of the activities. They participated in external competitions. Our school won some prizes such as HK Elite Skipping competition – 1st Runner-up, the 45th Schools Dance Festival - Honor award and Silver Lion Prize in Hong Kong Youth Dance Competition.</li> <li>● The PE teachers were relieved of workload relating to organizing /teaching such classes so that they had enhanced capacity to offer other activities such as athletics.</li> </ul>	The attendance records must be filed and kept properly by PE teachers.	The subsidies from the Capacity Enhancement Grant are not enough for running all the courses. Other sources of funds should be found to subsidize students to attend the courses.

<b>3. FINANCIAL REPORT</b>			
<b>Income:</b>			
			<b>Grant Received: 463,100</b>
<b>Expenditure:</b>			
Item	Description	Amount	Remarks
1.	Part-time teaching assistants	123,538.00	Capacity Enhancement Grant
2.	Part-time instrument instructors	67,055.00	Capacity Enhancement Grant
3.	Part-time coaches	160,850.00	Capacity Enhancement Grant
4.	Full-time teaching assistants	132,300.00	Capacity Enhancement Grant
5.	Full-time IT technician	123,165.00	Capacity Enhancement Grant
	<b>Total:</b>	606,908.00	
	<b>Deficit for the year</b>	<b>-143,808</b>	(Top up by EOEBG)

<b>4.</b>	<b>PROGRAMME TEAM</b>
	<b>Unit Head: <u>Leung Kit Ching / Lam Hon Biu</u></b> <b>Members :</b> Ngo Kuen Kuen Lau Choi Ying Cheung Wai Chiu Leung Sau Wai Chan Wai Chung Kwok Fuk Mui Wong Shun Tak