

Plan on the Use of Capacity Enhancement Grant for the 2009/10 School Year

Name of School : HKTA Tang Hin Memorial Secondary School

Means by which teachers have been consulted: at staff meetings and special meetings

Number of operating classes: 31

Task 1	Major Areas of Concern	Strategies / Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Methods of Evaluation	People Responsible
Enhancing students' language proficiency and coping with diverse and special learning needs of students	1. To enhance students' English 2. To cope with academically low achievers by improving their English results 3. To enhance the language proficiency of high achievers	To employ part-time teaching assistants (TA) to conduct English classes / activity sessions for S.3 to S.5. (Class sizes will be kept below 20)	Teachers will be relieved of their workload so that they can concentrate on developing effective teaching and learning strategies.	From September 2009 onward for one year. All classes / activity sessions will be arranged and held on Saturdays, after school or lunchtime	Salary of two part-time TAs for the year – <u>\$47,628</u> (1) TA 1 (English): [\$360 (per hour) x 1.05 (MPF) x 98 (hours) = \$37,044] (2) TA 2 (English): [\$360 (per hour) x 1.05 (MPF) x 28(hours) = \$10,584]	<ul style="list-style-type: none"> ● Most of the target (>90%) students attain a pass in the Annual Results. ● Most of the target students show improvement in academic performance after attending the courses. ● Most of the target students agree that the courses are useful for improving their language proficiency. 	<ul style="list-style-type: none"> ● Evaluate the students' improvement through their feedback in class and performance in doing exercises and exam papers. ● Do a survey to gather feedback from the students and teaching assistants. 	Ms Leung KC Mr. Lam HB Ms Ngo KK

Task2	Major Areas of Concern	Strategies / Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Methods of Evaluation	People Responsible
Enhancing students' language proficiency and coping with diverse and special learning needs of students	<p>1. To enhance students' Chinese proficiency</p> <p>2. To cope with academically low achievers by improving their Chinese results</p> <p>3. To enhance the language proficiency of high achievers</p>	<p>To employ a part-time teaching assistant (TA) to conduct Chinese classes / activity sessions for S.1 to S.2. (Class sizes will be kept below 20)</p>	<p>Teachers will be relieved of their workload so that they can concentrate on developing effective teaching and learning strategies.</p>	<p>From September 2009 onward for one year.</p> <p>All classes / activity sessions will be arranged and held on Saturdays, lunchtime or after school</p>	<p>Salary of the part-time TA for the year – <u>\$28,350</u></p> <p>TA 3 (Chinese): [\$250 (per hour) x 1.05 (MPF) x 108 (hours) = \$28,350]</p>	<ul style="list-style-type: none"> ● Most of the target (>90%) students attain a pass in the Annual Results. ● Most of the target students show improvement in academic performance after attending the courses. ● Most of the target students agree that the courses are useful for improving their language proficiency. 	<ul style="list-style-type: none"> ● Evaluate the students' improvement through their feedback in class and performance in doing exercises and exam papers. ● Do a survey to gather feedback from the students and teaching assistants. 	<p>Ms Leung KC Mr. Lam HB Ms Lau CY</p>

Task 3	Major Areas of Concern	Strategies / Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Methods of Evaluation	People Responsible
Coping with diverse and special learning needs of students	To cope with academically low achievers by improving their Mathematics results.	(1) To employ part-time teaching assistants (TA) to conduct Mathematics classes / activity sessions for S.1 to S.5. (Class sizes will be kept below 20)	Teachers will be relieved of their workload so that they can concentrate on developing effective teaching and learning strategies.	From September 2009 onward for one year. All classes / activity sessions will be arranged and held on Saturdays or after school	Salary of two part-time TAs for the year – <u>\$71,442</u> (1) TA 4 (Mathematics): [\$300 (per hour) x 1.05 (MPF) x 162 (hours) = \$51,030] (2) TA 5 (Mathematics): [\$360 (per hour) x 1.05 (MPF) x 54 (hours) = \$21,168]	<ul style="list-style-type: none"> ● Most (> 90%) of the target students attain a pass in the Annual Results. ● Most of the target students show improvement in academic performance after attending the courses. ● Most of the target students agree that the courses are useful for improving their Mathematics standard and arouse their interest in learning Mathematics. 	<ul style="list-style-type: none"> ● Evaluate the students' improvement through their feedback in class and performance in doing exercises and exam papers. ● Do a survey to gather feedback from the students and teaching assistants. 	Ms Leung KC Mr. Lam HB Mr. Cheung WC

Task 4	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
(1) Territory-wide System Assessment (TSA) (2) Curriculum development (Assessment for Learning)	(1) To reduce teachers' workload so that they can concentrate on developing effective learning and teaching strategies (2) To facilitate the implementation of School-Based Assessment (SBA) in various subjects	To employ a full time IT temporary teaching assistant to: - develop and maintain the computer system for storage and analysis of data for TSA, remedial classes and SBA - help teachers video-tape school-based assessment activities - help teachers produce learning and assessment materials	(1) Reducing teachers' workload in TSA and SBA (2) Helping teachers produce some learning and assessment materials by using IT	From September 2009 for one year.	Salary per month of the IT teaching assistant - \$10,000 (from Sep-May) \$10,500 (from June to Aug (including 5% MPF) for 12 months, total: <u>\$127,575</u>	<ul style="list-style-type: none"> ● Teachers can concentrate on curriculum development. ● Percentage of teachers whose workload has been reduced ● Increased amount of learning and assessment materials by using IT 	<ul style="list-style-type: none"> ● Performance appraisal on the teaching assistant ● Survey on the percentage of teachers whose workload has been reduced ● Student/teacher feedback on usefulness of the learning and assessment materials 	Ms Leung KC Mr. Wong ST


Task 5	Major Areas of Concern	Strategies / Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Methods of Evaluation	People Responsible
Curriculum development	<ul style="list-style-type: none"> ● To achieve one of our school's missions - "one art for life". ● To provide a balanced curriculum in terms of the KLAs. ● To enhance the musical life of the school. 	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.	The Music teacher is relieved of her workload relating to organizing /teaching such instrumental classes so that she has enhanced capacity to develop the school choir and other music activities.	From September 2009 onwards for 1 year	Salary of the part-time instrument instructors: <u>\$67,200</u>	<ul style="list-style-type: none"> ● 70% or above attendance throughout the year. ● Students can manage the basic skills of playing the instruments. 	<ul style="list-style-type: none"> ● Surveys to gather feedback from students. ● Regular assessments of students' performance 	Ms Leung SW

Task 6	Major Areas of Concern	Strategies / Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Assessment Mechanism	Person-in-charge
Curriculum development	<ul style="list-style-type: none"> To develop a better physical education curriculum. To provide more opportunities for students to learn to be creative, collaborative, sociable and competitive in a wide range of PE activities. 	<p>To employ part-time coaches for 1 year to teach basketball, Chinese dance, table tennis, Tai Chi, and rope skipping.</p> <p>Besides giving lessons, they will organize activities for students such as visits, public performances and competitions.</p>	<p>PE teachers are relieved of workload relating to organizing /teaching such PE courses so that they have enhanced capacity to improve the formal PE curriculum and to organize other activities such as PE Day.</p>	From September 2009 onwards for 1 year	Salary of the part-time coaches: \$196,800	<ul style="list-style-type: none"> 80% or above attendance throughout the year. Students are able to manage the basic skills of the activities. More time is available for PE teachers to develop a more diverse PE curriculum. 	<ul style="list-style-type: none"> Surveys to gather feedback from students and PE teachers Regular assessments of students' performance 	Ms Chan WC
				Total Expenditure	\$538,995			

\$80,068 to be deployed from EOEBG to make up the difference with the provision of \$458,927 (CEG 2009/10).

22 OCT 2009

Date : _____



Approved by : _____

Tong Wai Ki
Supervisor