

Plan on Use of the Additional Time-Limited Funding of Capacity Enhancement Grant in 2007/08 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 Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
1	(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 temporary 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	(1) Reducing teachers' workload in administrative work of TSA, SBA and remedial classes (2) Helping our school to develop the curriculum of LS and reducing the workload of LS teachers in producing teaching and assessment materials.	From September 2007 to August 2008	Salary per month of the teaching assistant – \$11,000 (including 5% MPF) for 12 months, total: \$138,600	(1) Teachers can concentrate on curriculum development. (2) Practical and flexible logistical arrangements to facilitate SBA implementation (3) Percentage of teachers whose workload has been reduced (4) Increased amount of LS learning/ teaching materials tailored to students' needs	(1) Performance appraisal on the teaching assistant (2) Survey on the percentage of teachers whose workload has been reduced (3) Student/ teacher feedback on usefulness of the learning/ teaching materials	(1) Ms Leung Kit Ching (Chief-in-charge) (2) Mr Lam Hon Biu (remedial classes) (3) Ms Kwok Fuk Mui (LS) (4) Mr Yuen Wai Chung (TSA) (5) Mr. Wong Shun Tak (Project-based learning)

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2	(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 storing and analyzing the data of 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 2007 to August 2008	Salary per month of the IT teaching assistant - \$9,500 (including 5% MPF) for 12 months, total: \$119,700	(1) Teachers can concentrate on curriculum development. (2) Percentage of teachers whose workload has been reduced (3) Increased amount of learning and assessment materials by using IT	(1) Performance appraisal on the teaching assistant (2) Survey on the percentage of teachers whose workload has been reduced (3) Student/teacher feedback on usefulness of the learning and assessment materials	(1) Ms Leung Kit Ching (Chief-in-charge) (2) Mr. Wong Shun Tak (IT)

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3	(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 English subject	To employ a temporary GM English teacher to: - teach English remedial classes - develop materials and activities to enhance students' English proficiency - improve the English immersion learning environment - assist teachers in designing learning/teaching materials for SBA, monitoring students' progress and handling logistical matters (e.g. audio/video-recording, assessment record keeping)	(1) Teachers to be relieved of some of the workload in conducting learning activities and monitoring students' progress (2) Learning materials to be updated and revised based on students' needs (3) Less time to be spent on making logistical arrangements for SBA (4) More systematic records and documentation	From September 2007 to August 2008	Salary per month of the temporary GM English teacher – \$21,830 (including 5% MPF) for 12 months, total: \$275,058	(1) Practical and flexible logistical arrangements to facilitate SBA implementation (2) Percentage of teachers whose workload has been reduced (3) Increased amount of SBA learning/ teaching materials tailored to students' needs (4) Students can improve their learning strategies for better achievement. (5) Students' general performance in English language can be upgraded.	(1) Performance appraisal on the teaching assistant (2) Survey on the percentage of teachers whose workload has been reduced (3) Student/ teacher feedback on usefulness of the learning/ teaching materials (4) Frequency of activities (5) Students' general performance in English language	(1) Ms Leung Kit Ching (Chief-in-charge) (2) Ms Ngo Kuen Kuen (English)

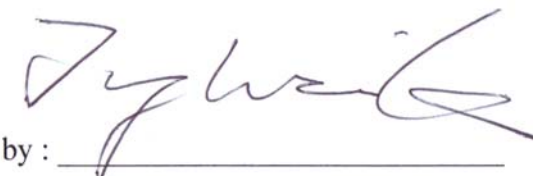
	Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
4	(1) Territory-wide System Assessment (TSA) (2) Curriculum development (Assessment for Learning)	(1) To reduce teachers' workload so that they can concentrate on developing effective learning and teaching strategies (2) To facilitate the implementation of School- Based Assessment (SBA) in Chinese subject	To employ a part-time Chinese teaching assistant to: - teach Chinese remedial classes - assist teachers in designing learning/teaching materials for SBA, monitoring students' progress and handling logistical matters (e.g. audio/video-recording, assessment record keeping)	(1) Teachers to be relieved of some of the workload in conducting learning activities and monitoring students' progress (2) Learning materials to be updated and revised based on students' needs (3) Less time to be spent on making logistical arrangements for SBA (4) More systematic records and documentation	From September 2006 to August 2007	Salary per month of the part-time Chinese teacher – \$10,000 (including 5% MPF) for 12 months, total: \$126,000	(1) Practical and flexible logistical arrangements to facilitate SBA implementation (2) Percentage of teachers whose workload has been reduced (3) Increased amount of SBA learning/ teaching materials tailored to students' needs (4) Students can improve their learning strategies for better achievement. (5) Students' general performance in Chinese language can be upgraded.	(1) Performance appraisal on the teaching assistant (2) Survey on the percentage of teachers whose workload has been reduced (3) Student/ teacher feedback on usefulness of the learning/ teaching materials (4) Frequency of activities (5) Students' general performance in Chinese language	(1) Ms Leung Kit Ching (Chief-in-charge) (2) Ms Lau Choi Ying (Chinese)

	Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
5	Territory-wide System Assessment (TSA)	To reduce teachers' workload so that they can concentrate on developing effective learning and teaching strategies	To employ a 0.69 temporary GM Mathematics teacher to: - teach Mathematics remedial classes - assist teachers in modifying curriculum, designing learning/teaching materials, monitoring students' progress and handling logistical matters (e.g. assessment record keeping)	(1) Teachers to be relieved of some of the workload in conducting learning activities and monitoring students' progress (2) Learning materials to be updated and revised based on students' needs	From September 2007 to August 2008	Salary per month of the Mathematics teacher – \$15,000 (including 5% MPF) for 12 months, total \$189,000	(1) Percentage of teachers whose workload has been reduced (2) Increased amount of learning/ teaching materials tailored to students' needs (3) Students can improve their learning strategies for better achievement. (4) Students' general performance in Mathematics can be upgraded.	(1) Performance appraisal on the teaching assistant (2) Survey on the percentage of teachers whose workload has been reduced (3) Student/ teacher feedback on usefulness of the learning/ teaching materials (4) Frequency of activities (5) Students' general performance in Mathematics	(1) Ms Leung Kit Ching (Chief-in-charge) (2) Mr. Cheung Wai Chiu (Mathematics)
					Total:	\$848,358			

\$193,626 to be deployed from the balance b/d (\$474,142) to make up the difference with the provision of \$654,732 (the Additional Time-Limited Funding of CEG 2007 / 08).

Date : 10 OCT 2007



Approved by : 
Tong Wai Ki
Supervisor