

Hong Kong Taoist Association Tang Hin Memorial Secondary School
Use of Capacity Enhancement Grant (Additional Time-Limited Funding)
ANNUAL REPORT (2006 - 2007)

1.	OBJECTIVES OF THE CURRENT SCHOOL YEAR
1.1	To facilitate the implementation of School-Based Assessment (SBA) and Territory- wide System Assessment (TSA)
1.2	To develop the curriculum and promote assessment for learning
1.3	To relieve teachers' workload so that they can concentrate on developing effective learning and teaching strategies

2. Review of Programme Plan

Action/Task	Teacher-in-charge	Success Criteria	Evaluation	Follow-Up Actions	Remarks/Suggestion For Further Improvement
(1) 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) Ms Leung Kit Ching (Chief-in-charge) (2) Mr Lam Hon Bui (remedial classes) (3) Ms Kwok Fuk Mui (LS) (4) Mr Yuen Wai Chung (TSA) (5) Mr. Wong Shun Tak (Project-based learning)	(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) Teachers could concentrate on curriculum development and leave nearly all the administrative work to the TA. (2) Logistical arrangements were practical to facilitate SBA and TSA implementation. (3) Some teachers' workload has been reduced. (4) The TA has prepared a set of LS learning materials.	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 prepare more materials for facilitating project-based learning such as guidelines of doing the projects and assessment. She will handle most of the administrative work in S.3 project-based learning and SBA in senior forms. She is also responsible for the administrative work of the student portfolio system.

Action/Task	Teacher-in-charge	Success Criteria	Evaluation	Follow-Up Actions	Remarks/Suggestion For Further Improvement
<p>(2) To employ a full time IT temporary teaching assistant to:</p> <ul style="list-style-type: none"> - 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 	<p>(1) Ms Leung Kit Ching (Chief-in-charge) (2) Mr. Wong Shun Tak (IT)</p>	<p>(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</p>	<p>(1) Teachers could concentrate on curriculum development and leave most of the work related to IT such as recording and editing to the TA. (2) Some teachers' workload has been reduced. (3) The amount of learning and assessment materials by using IT has been increased.</p>	<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, such as matching grant, will be used to upgrade the system.</p>

Action/Task	Teacher-in-charge	Success Criteria	Evaluation	Follow-Up Actions	Remarks/Suggestion For Further Improvement
<p>(3) To employ a part-time English teaching assistant to:</p> <ul style="list-style-type: none"> - teach English remedial classes - develop materials and activities for enhancement classes with the focus on reading skills - assist teachers in designing learning/teaching materials for SBA, monitoring students' progress and handling logistical matters (e.g. audio/video-recording, assessment record keeping) 	<p>(1) Ms Leung Kit Ching (Chief-in-charge)</p> <p>(2) Ms Ngo Kuen Kuen (English)</p>	<p>(1) Practical and flexible logistical arrangements to facilitate SBA implementation</p> <p>(2) Percentage of teachers whose workload has been reduced</p> <p>(3) Increased amount of SBA learning/ teaching materials tailored to students' needs</p> <p>(4) Students can improve their learning strategies for better achievement.</p> <p>(5) Students' general performance in English language can be upgraded.</p>	<p>(1) Logistical arrangements were practical to facilitate SBA implementation.</p> <p>(2) Nearly all English teachers' workload has been reduced.</p> <p>(3) The amount of SBA learning/ teaching materials has been increased.</p> <p>(4) The TA organized a reading enhancement course for S.2 and some remedial courses for junior forms. The students can improve their learning strategies and their general performance in English language has been upgraded.</p> <p>(5) All S.3, S.5 and S.7 students passed in the public assessments.</p>	<p>Constant feedback is essential for enhancing student learning. Thus, the TA and subject teachers can give more feedback and encouragement for the students concerned.</p>	<p>Good essays can be collected and compiled by the TA so that students can read them as reference. The essays may be put on the school intranet.</p>

Action/Task	Teacher-in-charge	Success Criteria	Evaluation	Follow-Up Actions	Remarks/Suggestion For Further Improvement
<p>(4) To employ a part-time Chinese teaching assistant to:</p> <ul style="list-style-type: none"> - 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) 	<p>(1) Ms Leung Kit Ching (Chief-in-charge)</p> <p>(2) Ms Lau Choi Ying (Chinese)</p>	<p>(1) Teachers to be relieved of some of the workload in conducting learning activities and monitoring students' progress</p> <p>(2) Learning materials to be updated and revised based on students' needs</p> <p>(3) Less time to be spent on making logistical arrangements for SBA</p> <p>(4) More systematic records and documentation</p>	<p>(1) Nearly all Chinese teachers' workload has been reduced.</p> <p>(2) The learning materials has been updated and revised.</p> <p>(3) The Chinese teachers spent less time on making logistical arrangements for SBA. The SBA records and learning materials were kept systematically.</p> <p>(4) The TA organized some remedial courses for junior forms. The students can improve their learning strategies and their general performance in Chinese language has been upgraded.</p> <p>(5) All S.3, S.5 and S.7 students passed in the public assessments.</p>	<p>Constant feedback is essential for enhancing student learning. Thus, the TA and subject teachers can give more feedback and encouragement for the students concerned.</p>	<p>Good essays and oral practice materials can be collected and compiled by the TA so that students can read them as reference. The essays may be put on the school intranet.</p>

Action/Task	Teacher-in-charge	Success Criteria	Evaluation	Follow-Up Actions	Remarks/Suggestion For Further Improvement
<p>(5) To employ a 0.93 temporary GM Mathematics teacher to:</p> <ul style="list-style-type: none"> - teach Mathematics remedial classes - assist teachers in modifying curricula, designing learning/teaching materials, monitoring students' progress and handling logistical matters (e.g. assessment record keeping) 	<p>(1) Ms Leung Kit Ching (Chief-in-charge) (2) Mr. Cheung Wai Chiu (Mathematics)</p>	<p>(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</p>	<p>(1) Nearly all Mathematics teachers' workload has been reduced. (2) The amount of learning/teaching materials tailored to students' needs has been increased. (3) The teacher organized some remedial courses. The students can improve their learning strategies and their general performance in Mathematics has been upgraded. (4) All S.3 and S.5 students passed in the public assessments.</p>	<p>Constant feedback is essential for enhancing student learning. Thus, the TA and subject teachers can give more feedback and encouragement to the students concerned.</p>	<p>The teacher can prepare some materials with different levels of difficulties for students to master their mathematical knowledge and skills.</p>

3.	FINANCIAL REPORT		
	Income:		
		Balance b/d:	\$503,713.00
		Grant Received:	\$646,325.00
		Total:	\$1,150,038.00
	Expenditure:		
	Item	Description	Amount
		Remarks	
	1.	A full time teaching assistant	134,400.00
		Capacity Enhancement Grant	
	2.	A full time IT teaching assistant	113,400.00
		Capacity Enhancement Grant	
	3.	A part-time English teaching assistant	126,000.00
		Capacity Enhancement Grant	
		A part-time Chinese teaching assistant	105,000.00
		A full-time Mathematics teacher	197,095.16
		Capacity Enhancement Grant	
		Total:	675,895.16
		Balance c/d	474,142.84

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