

Plan on Use of Capacity Enhancement Grant

Name of School : St. Paul's College

School Year : 2016-2017

Means by which teachers have been consulted: At staff meeting

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
1. Curriculum Development	(a) Promote the use of IT in teaching	<ul style="list-style-type: none"> ■ To employ one IT technician to help with the day-to-day administration, operation and management of the MMLC, CAL and Language Lab. ■ The IT technician will also assist teachers in preparing multimedia teaching materials and SBA video recordings 	<ul style="list-style-type: none"> ■ Teachers' workload in preparing IT related teaching materials will be relieved 	Sep 2016 – Aug 2017	Salary of the IT technician for 12 months (including MPF) \$ 320,000	<ul style="list-style-type: none"> ■ More frequent use of IT in teaching and learning 	<ul style="list-style-type: none"> ■ Performance appraisal of the IT technician ■ Lesson observation ■ Scrutinize the scheme of work of various departments 	Mr. W.H. Poon
	(b) Relieve the non-teaching duties of teachers	<ul style="list-style-type: none"> ■ To employ one Clerical assistants to take up some non-teaching duties currently performed by teachers 	<ul style="list-style-type: none"> ■ Teachers' workload will be relieved 	Sep 2016 – Aug 2017	Salary of one clerical clerks (including MPF) \$ 180,000	<ul style="list-style-type: none"> ■ Teachers can have more time to concentrate on curriculum development 	<ul style="list-style-type: none"> ■ Performance appraisal of the clerical assistants ■ A review of the measure taken to relieve teachers' non-teaching duties 	Ms F. Wang

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
1. Curriculum Development	(c) Students' ability to appreciate various aspects of the Chinese culture	<ul style="list-style-type: none"> Speakers will be invited to give talks and seminars closely related to the new curriculum to senior secondary classes 	<ul style="list-style-type: none"> Through attending these sets of talks and seminars, students may learn how to appreciate Chinese culture 	Sep 2016 – Aug 2017	Honorarium for the speakers \$ 20,000	<ul style="list-style-type: none"> Students develop the sensibility for Chinese culture and learn to appreciate it 	<ul style="list-style-type: none"> Surveys to gather feedback from students 	Mr. K.H. Ngan
2. Enhancing student's language proficiency	(a) Enhance student's proficiency in spoken English and their critical thinking	<ul style="list-style-type: none"> Experienced trainers will be hired to conduct speech training/ debate training workshops for the participants the Inter-school Debate Competitions 	<ul style="list-style-type: none"> Teachers will be relieved of their workload in training students for competitions and organizing extra-curricular activities 	Sep 2016 – June 2017	Course fee \$ 60,000 + 15,000 = 75,000	<ul style="list-style-type: none"> Students' language proficiency is enhanced Increased confidence & competence shown by school debating team members in debating competitions Increased number of debates participated 	<ul style="list-style-type: none"> Students' performance in the debate competitions 	Mr. K.H. Ngan Mr. K.C. Chan

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
3. Coping with diverse and special learning needs of students	Leadership training workshops	To work with outside agencies to organize training programme to enhance the leadership potential of students (Prefects and Peer mentors)	Teachers' workload in additional programmes will be relieved Students' confidence, teamwork and leadership skills can be enhanced	June 2016 – August 2017	\$ 60,000	<ul style="list-style-type: none"> 80% of the participants agree that the workshops are useful to enhance their leadership skills. 	Observation & feedback from teacher co-ordinators & student participants	Mr. Y. H. Li Miss S. M. Yu
	Drama Counselling Group	To work with outside agencies to organize training programme to assist students with emotion problems or who are weak in inter-personal skill	Students with difficulties in managing emotion or weaker interpersonal skills have corresponding improvements.	Oct 2016 – June 2017	\$ 35,000	<ul style="list-style-type: none"> Participants have more friends and know how to express emotions constructively. 	Evaluation forms. Feedback from the trainer, participants and staff-in-charge.	Miss S. M. Yu
Total:					\$690,000			

Redeployment of resources

Total estimated expenses	\$ 690,000	
Grant received	\$ 668,850	
Deficit	\$ 21,150	(to be covered by school funds)