

Plan on Use of Capacity Enhancement Grant

Name of School : St. Paul's College

School Year : 2017-2018

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 daily administration work of the MMLC, CAL and ELC. ■ The IT technician will also assist teachers in running lessons in the MMLC, CAL and ELC. 	<ul style="list-style-type: none"> ■ Teachers' workload in managing IT facilities and the preparation work to use IT facilities will be relieved. 	Sep 2017 – Aug 2018	Salary of the IT technician for 12 months (including MPF) \$ 320,000	<ul style="list-style-type: none"> ■ More frequent use of IT facilities in teaching and learning 	<ul style="list-style-type: none"> ■ Performance appraisal of the IT technician ■ 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 assistant and one Teaching assistant to take up some non-teaching duties currently performed by teachers 	<ul style="list-style-type: none"> ■ Teachers' workload will be relieved 	Sep 2017 – Aug 2018	Salary of one clerical clerk and one teaching assistant (including MPF) \$ 440,000	<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 assistant and the teaching assistant ■ A review of the measure taken to relieve teachers' non-teaching duties 	Ms F. Wong Mr. K. H. Yuen

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2. Enhancing student's language proficiency	(a) Enhance student's proficiency in spoken English and Chinese 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 2017 – June 2018	Course fee \$ 52,000 + 15,000 = 70,000	<ul style="list-style-type: none"> Students' language proficiency is enhanced Increased confidence & competence shown by school debating team members in debating competitions 	<ul style="list-style-type: none"> Students' performance in the debate competitions 	Mr. K.H. Ngan Mr. K.C. Chan
	(b) 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 Language local excursion activities to enrich students' writing experience 	<ul style="list-style-type: none"> Through attending these sets of talks and seminars, students may learn how to appreciate Chinese culture. Through participating in the activities, students may acquire more writing skills. 	Sep 2017 – Aug 2018	Honorarium for the speakers, and cost for the learning materials \$ 40,000	<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

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3. Coping with diverse and special learning needs of students	a) 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 2017 – August 2018	\$ 30,000	<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
	b) 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 2017 – June 2018	\$ 30,000	<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:					\$930,000			

Redeployment of resources

Total estimated expenses \$ 930,000

Grant received \$ 700,000

Deficit \$ 230,000 (to be covered by school funds and brought forward CEG grant balance from 2016/17)