

Budget for Capacity Enhancement Grant for 2019/2020

Grant From EDB: \$632,000

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required 19-20	Success Criteria	Method(s) of Evaluation	People Responsible
English Department								
1. Enhancing teaching quality	1. Student Assistant - Relieving teachers' workload in administrative duties	Employing former students to help teachers to carry out data analysis	Teachers will have more time to refine teaching materials	1/11/2019-30/7/2020	Salary to helper: \$50 per hour x 20 hours x 1 helper = \$1,000	Quality of teaching materials	Teachers' comments & feedback	Ms C Yam
	2. Expert Writer - Relieving teachers' workload in polishing students' entries for competitions	Employing an expert to help polish students' entries for various interschool competitions within a limited time	Teachers can invite more students to join various writing competitions; we can also have an expert focused on polishing entries that have higher potential in winning	1/9/2019-30/6/2020	Salary to helper: \$100 per essay x 60 essays = \$6,000	Students' performance in the interschool writing competitions – be chosen at least as shortlisted finalists in various writing competitions	Students performance in various writing competitions	Ms C Yam
	3. Editor- Help prepare for the publication The Wonder Years.	Employing an experienced editor to help with editing and proofreading work for the publication.	Hiring an experienced editor to help with the publication can ease teachers' workload for editing work requires a lot of time and attention. Teachers can spend more time focusing on teaching.	1/9/2019-31/1/2020	Salary to editor: \$4000	Publication be ready for print by end of December. Students writings will be polished.	Teachers' comments and feedback	Ms C Yam
	4. Speech Festival	Hiring a coach to give speech training to students participating in Choral Speaking.	Students will receive professional training from an experienced coach.	1/10/2019-30/11/2019	Salary to coach: \$600 per lesson x 8 = \$4800	Students feel confident taking part in the competition. High scores are expected.	Results from Speech Festival Association. Feedback from teachers and students.	Ms C Yam
	5. Expert Writing Markers	Employing outsider markers to help mark students' compositions. Elite S5-6 students are invited to write more compositions for improvement.	Potential students will be able to write more and have their work being marked with detailed comments while teachers workload will not be increased. Students will be able to receive different	1/12/2019 - 31/2/2020	Salary to markers: \$60 per essay x 100 essays = \$6,000	Students' work being marked and given detailed comments by the marker hired. Students will be more confident in writing paper.	Comments from teachers and students	Ms C Yam
					Total = \$21,800			
Chinese Department								
Chinese Department Curriculum Development	1) To assist teachers in the training of new and young debaters.	Coaches will be hired to design the training programme and be team leaders for friendly debates activities.	To relieve the workload and duty of teachers	From 27/6/2020-31/8/2020	Helpers: 2 Cost: \$100 per hour No. of hours: 70 Total Cost: \$7000	The new debaters will learn the basic skills of debate.	Performances in various debate contests	Mr. Siu KC
	2) To assist teachers in the training of speech competitions.	Coaches will be hired to train students for speech competitions.	To relieve the workload and duty of teachers	From 2/10/2019-31/12/2019	Helper: 1 Cost: \$4000 for the choral speaking competition No. of hours: 16	The students will learn the basic skills of speech.	Performances in various speech contests	Mr. Siu KC
	3) S6 Oral Practice - Relieving S6 teachers' workload in oral training and help preparing students for the Chinese oral examinations	Helpers for oral examination	To relieve the workload and duty of teachers	From 2/10/2019-31/5/2019	Helpers: 3-5 Cost: \$150 per hour No. of hours: 120 Total Cost: \$18000	The students can get better results in oral examinations.	Performances in various examinations	Mr. Siu KC
					Total = \$29,000			
Chinese Department	To assist teachers to deal with administrative affairs.	To employ a full time Chinese Assistant Teacher	To relieve the workload and duty of teachers	Sep. 2019-Aug. 2020	Salary: \$20000 x 105% x 12 Total = \$252,000	Teachers can spend the relieved time on teaching.	To provide more practice chances to students, such as oral practice.	Mr. Siu KC
Chinese History Department								
Enhancing teaching quality	1) To lessen S.1-S.3 teachers' workload.	Compile teaching materials.	Teachers' workload will be eased.	From Sep 2019-Aug 2020	Helpers: 1 Cost: \$60 per hour No. of hours: 50 Total Cost: \$3,000 Total = \$3,000			Mr. W.W. Hung
Library Assistant	Assisting the teacher librarian to perform her duties	Hiring a library assistant to assist the teacher librarian	The teacher librarian's workload can be relieved to conduct some teaching duties	From Sep 2019-Aug 2020	Salary \$19996 x 105% x 12 Total = \$251,949.60	Ability to help the teacher librarian to perform her duties	Teacher librarian's comment on her performance	Ms. A. Tai
Subject Departments	Assist different subject departments to prepare question data bank	Student helpers in preparing data bank for all subject departments	To reduce teachers' workload	From Sep 2019-Aug 2020	Salary to helper: \$60 x 20 x 17 = \$20,400 Total = \$20,400	Data bank ready for teachers' use	Teachers' comment	Panel heads
					Total Expenditure: \$578,149.60			

Expected Surplus: \$53,850.40