

SKH Tang Shiu Kin Secondary School  
Plan on Use of **Capacity Enhancement Grant** for 2018 – 2019 Academic Year

*Means by which teachers have been consulted: At staff meetings*

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is Alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
To reduce the class size and student-teacher ratio	<ul style="list-style-type: none"> <li>To enhance students' academic performance</li> </ul>	To employ additional 0.8 teacher so as to allow more split classes.	<ul style="list-style-type: none"> <li>Teachers' workload reduced, allowing more time for teaching</li> <li>To share the workload of teachers in organizing, promoting and carrying out activities and after-school support</li> </ul>	Sept 18 to Aug 19	Salary of the additional teacher: <b>0.8CM</b>  <b>0.8CM</b> (\$30,792.00 + \$1,500.00) x 12 = \$387,504.00  <b>\$387,504.00</b>	<ul style="list-style-type: none"> <li>Teachers' positive feedback on the effectiveness of learning and teaching</li> <li>School is able to smooth the way for human resources restructuring</li> </ul>	<ul style="list-style-type: none"> <li>Performance appraisal by Department Heads, Vice-Principals and Principal</li> </ul>	Principal

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To relieve teachers' workload in order to create space for teachers to enhance their teaching effectiveness	<ul style="list-style-type: none"> <li>To help teachers follow up discipline matters &amp; give guidance to students</li> <li>To relieve teachers of doing paper work for non-teaching duties</li> </ul>	<ul style="list-style-type: none"> <li>To employ a 1.2 teacher-assistant</li> </ul>	<ul style="list-style-type: none"> <li>With the assistance of the teacher assistant, teachers will have some of the duties shared or taken away thus allowing them more time to counsel students &amp; plan for lessons.</li> <li>With a homework detention class systemically organized, students should realize that they cannot escape from doing homework &amp; their attitude towards doing homework will be more serious.</li> <li>To assist teachers in organizing, promoting and carrying out ECA, physical education and to provide administrative support</li> </ul>	Sept 18 to Aug 19	0.7 TA $\$8,300.00 \times 12 \times 1.05 =$ <b>\$104,580.00</b>  0.5TA $\$7,680.00 \times 12 \times 1.05 =$ <b>\$96,786.00</b>  <b>\$201,366.00</b>	<ul style="list-style-type: none"> <li>80% of the teachers support the homework detention class.</li> <li>80% of the teachers give positive feedback on the performance of the teacher assistant.</li> <li>Students generally realize that they cannot escape from doing homework.</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from form teachers &amp; teachers</li> <li>Assessment of the performance of the students in the homework detention class</li> </ul>	Vice-Principal
	<ul style="list-style-type: none"> <li>To help teachers train students for Speech Festival (Chinese)</li> </ul>	<ul style="list-style-type: none"> <li>To employ a part-time coach</li> </ul>	<ul style="list-style-type: none"> <li>With the assistance of the coach, teachers will have more time for the core curriculum</li> </ul>	Oct 18 to March 19	<b>\$10,000</b>	<ul style="list-style-type: none"> <li>80% of the teachers give positive feedback on the performance of the coach</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from teachers</li> </ul>	Chinese Panel
Total Budget					<b>\$ 598,870.00</b>			
Bal c/d					<b>\$ 9,711.03</b>			
Grant rec'd					<b>\$ 613,766.00</b>			
Bal c/f					<b>\$ 24,607.03</b>			