

SKH Tang Shiu Kin Secondary School
Plan on Use of **Capacity Enhancement Grant** for 2016 – 2017 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
IT and Curriculum development	<ul style="list-style-type: none"> • To reduce teachers' administrative workload through computerization • Promoting the use of IT in teaching • Enhancing IT knowledge (teachers and students) • To manage Campus TV facilities and assist teachers in production 	<p>To employ IT assistants to help teachers in the following areas:</p> <ul style="list-style-type: none"> - To assist teachers in the use of IT, Campus TV & AV equipment and e-class - To provide technical support for teachers when they use the MMLC, Campus TV studio and Language Laboratory - To supervise computer rooms open for student-use after school hours - To provide charts of analysis of students' exam results and to operate the machine to mark MC exam papers - To do data entry and download teaching materials - To carry out hardware and software testing 	<p>The IT assistants supports the school in a variety of ways:</p> <ul style="list-style-type: none"> - Teachers' workload reduced, allowing more time for teaching - Teachers have more technical support in the use of IT more confidence in using IT in presentations and lessons and the use of IT facilities - Panel heads can have full picture of students' standard from exam results analysis charts, so that they can formulate strategies to cope with diverse student needs 	<p>Sept 16 to Aug 17</p>	<p>Salary of the IT Officer for the year: $\\$19,450 \times 12 \times 1.05 =$ \$245,070</p>	<ul style="list-style-type: none"> • Higher frequency in the use of IT in teaching and learning • Teachers' positive feedback on the ease of use of IT 	<ul style="list-style-type: none"> • Performance appraisal on the IT assistants • Record of the use of MMLC, Campus TV studio & Language Laboratory • Department reports on the use or development of IT in teaching and learning 	<p>IT Committee head & Teacher in charge of Campus TV</p>

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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"> To help teachers follow up discipline matters & give guidance to students To relieve teachers of doing paper work for non-teaching duties 	<ul style="list-style-type: none"> To employ a 0.7 teacher-assistant 	<ul style="list-style-type: none"> 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 & plan for lessons. With a homework detention class systemically organized, students should realize that they cannot escape from doing homework & their attitude towards doing homework will be more serious. To assist teachers in organizing, promoting and carrying out ECA, physical education and to provide administrative support 	Sept 16 to Aug 17	\$13,510 x 12 x 1.05= \$170,226	<ul style="list-style-type: none"> 80% of the teachers support the homework detention class. 80% of the teachers give positive feedback on the performance of the teacher assistant. Students generally realize that they cannot escape from doing homework. 	<ul style="list-style-type: none"> Feedback from form teachers & teachers Assessment of the performance of the students in the homework detention class 	Vice-Principal
	<ul style="list-style-type: none"> To help teachers train students for Speech Festival (Chinese) 	<ul style="list-style-type: none"> To employ a part-time coach 	<ul style="list-style-type: none"> With the assistance of the coach, teachers will have more time for the core curriculum 	Oct 16 to March 17	\$10,000	<ul style="list-style-type: none"> 80% of the teachers give positive feedback on the performance of the coach 	<ul style="list-style-type: none"> Feedback from teachers 	Chinese Panel

Total Budget **\$ 425,296.00**

Grant rec'd **\$ 588,202.00**

Bal c/f **\$ 162,906.00**