

**Hong Kong Baptist University Affiliated School
Wong Kam Fai Secondary and Primary School
Plan on the Use of Capacity Enhancement Grant (2006/07)**

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
Support language teaching and learning	To promote the use of IT in language teaching and learning	To employ an IT assistant to provide technical support to teachers on language teaching and to coordinate the publication of students' works	Teachers' workload in preparing IT teaching materials and coordinating the publication of students' works will be relieved	From September 2006 to August 2007	Salary for IT assistant: \$96,000 + \$4,800 (5% MPF) = \$100,800	The quantity of teaching materials prepared, the frequency of students' publications and the duty record of the IT assistant	Performance appraisal of the IT assistant	Ms. Lam Ka Po (IT co-ordinator)
Enhancement of language teaching	To relieve teachers' non-teaching workload in order to let teachers concentrate on language teaching (e.g. handling students' affairs, camp liaison, transportation liaison, data entry, record	To employ a Teacher-support Officer to alleviate the administrative work of the teachers	Teachers can spend more time on curriculum development and academic teaching	From September 2006 to August 2007	Salary for Teacher-support Officer : \$120,000 + \$6,000 (5% MPF) = \$126,000	A decrease in the amount of teachers' non-teaching work and teachers can provide effective teaching	Performance appraisal of the Teacher-support Officer	Dr. Chan Wai Kai (Vice Principal)

	filing and teacher substitution)							
Language skills development (Putonghua)	To reinforce the Putonghua training of the students	To employ a Teaching Assistant to assist teachers in organizing Putonghua activities and organizing Putonghua courses for the students	Chinese language teachers can spend more time on classroom teaching and preparing academic materials for the students	From September 2006 to August 2007	Salary for Teaching Assistant : \$144,000 + \$7,200 (5% MPF) = \$151,200	The number of students taking the Putonghua courses and 70% of the participants can communicate in Putonghua	Performance appraisal of the Teaching Assistant	Dr. Chan Wai Kai (Vice Principal)
Language skills development (English)	To enhance students' English language capability	To recruit tutors to run English programmes and activities	English teachers can minimize some of the workload in organizing extra-curricular activities	From September 2006 to August 2007	Salary for the English tutors : \$30,000	The number of students participating in the English programmes and 70% of the participants indicates positive feedback	Implementation record of the English programmes and quantitative evaluation and feedback from students	Mr. Wong Yuk (ECA Co-ordinator)
Language skills development (foreign languages such as Japanese or French)	To enable students to learn other languages as well as to know the culture of other countries	To recruit tutors to conduct foreign language courses	Teachers can minimize some of the workload in organizing extra-curricular activities and spend more time on academic teaching	From September 2006 to August 2007	Salary for the foreign language tutors : \$500 x 10 lessons x 10 courses = \$50,000	The number of students joining the foreign language courses and 60% of the participants shows a positive attitude towards the courses	Implementation record of the foreign language courses and quantitative evaluation and feedback from students	Mr. Wong Yuk (ECA Co-ordinator)

Development of students' potential	To provide opportunity for the students to generate and develop their potential	To recruit instructors to organize and implement extra-curricular activities such as Tai-chi, Chinese Orchestra, Western Orchestra, and Dance, etc.	Teachers can minimize some of the workload in organizing extra-curricular activities	From September 2006 to August 2007	Salary for the instructors : \$450 x 150 hours =\$67,500	The number of students who joins these extra-curricular activities and 60% of the participants shows a positive attitude towards these activities	Implementation record of these activities and quantitative evaluation from students	Mr. Wong Yuk (ECA Co-ordinator)
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	Income	Expenditure
Capacity Enhancement Grant available for the year 2006/2007	\$ 489,588.00	
Total budget for Capacity Enhancement Grant in 2006/2007		\$ 525,500.00
The deficit will be covered by the School		- \$ 35,912.00

Chan Lui Ling Yee
(Principal)