

**Hong Kong Baptist University Affiliated School  
Wong Kam Fai Secondary and Primary School**

**Plan on the Use of Capacity Enhancement Grant (2009/10)**

<b>Task Area</b>	<b>Major Area(s) Of Concern</b>	<b>Implementation Plan</b>	<b>Benefits Anticipated (e.g. in what way teachers' workload is alleviated)</b>	<b>Implementation Schedule</b>	<b>Resources Required</b>	<b>Performance Indicators</b>	<b>Assessment Mechanism</b>	<b>Person-in-charge</b>
Support and enhance of language teaching and learning both in PS & SS	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 2009 to August 2010	Salary for 2 IT assistants (SS and PS respectively): [\$122,280 + \$6,114 (5% MPF)]x2 = \$128,394 x 2 =\$ 256,780-	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	Mr. David Chan (IT Engineer)
Development of students' potential in Secondary School	To provide opportunity for the students to generate and develop their potential	To recruit a Teaching Assistant to organize and implement extra-curricular activities and Student Developments Programs such as PATHs, Students' Performances, etc.	Teachers can minimize some of the workload in organizing extra-curricular activities	From September 2009 to August 2010	Salary for Teaching Assistant : \$189,420+ \$9,471 (5% MPF) = \$198,891-	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.Chan Wai Lun (Head of Student Development)
To widen more opportunities for students' OLE experience in Primary School	To provide opportunity for the students to generate and develop their potential through OLE programs	To recruit a Teaching Assistant to organize and implement extra-curricular activities and Student Developments Programs such as Sports, Local Excursions, Visits, Students' Performances, etc.	Teachers can minimize some of the workload in organizing such kind of activities	From September 2009 to August 2010	Salary for Teaching Assistant : \$189,420+ \$9,471 (5% MPF) = \$198,891-	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	Ms Jenny Tang (OLE Mistress)

Language skills development (English)	To enhance the school's English language environment	To recruit tutors or to contract out to run English programmes and activities	English teachers can minimize some of the workload in organizing extra-curricular activities	From September 2009 to June 2010	Salary for the English tutors or the service provider: \$110,000-	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. Katty Chiu (English Panel Chairperson)
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	<b>Income</b>	<b>Expenditure</b>
<b>Capacity Enhancement Grant available for the year 2009/2010</b>	<b>\$ 733,057</b>	<b>\$ 764,562</b>
<b>Total budget for Capacity Enhancement Grant in 2009/2010</b>		
<b>The deficit will be covered by the School</b>		<b>- \$ 31,505-</b>