

**Hong Kong Baptist University Affiliated School  
Wong Kam Fai Secondary and Primary School  
Use of Capacity Enhancement Grant (2013 / 14)**

Task Area	Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-Charge
Support & enhance the application of IT in Education	To promote the use of IT hardware and software in teaching and learning	Employ an IT Assistant to provide technical support to teachers on the use of IT hardware and software in lessons	<ol style="list-style-type: none"> <li>1. Develop flipcharts for interactive whiteboard for different subject teachers to use in lesson</li> <li>2. Explore and introduce different online platforms / apps for teachers in daily teaching</li> <li>3. Support teachers' professional development</li> </ol>	Sep 2013 - Aug 2014	Salary for IT Assistant: \$12745 x 1.05 x 12 = \$160587	<ol style="list-style-type: none"> <li>1. frequency of usage of IT hardware during lessons</li> <li>2. frequency of usage of software in teaching and learning</li> <li>3. Development of plan for the acquisition of educational hardware &amp; software</li> <li>4. Organise on-site IT training for teachers</li> </ol>	<ol style="list-style-type: none"> <li>1. evaluate record of usage of IT hardware and software during lessons</li> <li>2. evaluate record of acquisition of hardware and software</li> <li>3. evaluate the acquisition plan</li> <li>4. review the record of staff training</li> </ol>	Mr William Luk (ICL coordinator)
Support & enhance students' learning in ICL	<ol style="list-style-type: none"> <li>1. To provide individual support to students in learning ICL</li> <li>2. To support teachers in lesson preparation</li> </ol>	Employ an ICL Assistant to support students during ICL lessons and assist teachers in preparing lessons	<ol style="list-style-type: none"> <li>1. Support in management, preparation, set-up, logistics and maintenance of IT hardware use by students in classrooms</li> <li>2. Provide on-site IT support during the lessons</li> </ol>	Sep 2013 – Aug 14	Salary for ICL Assistant: \$9000 x 1.05 x 12 = \$113400	<ol style="list-style-type: none"> <li>1. frequency of support provided by Maths Assistant</li> <li>2. progress of students receiving individual support</li> <li>3. record of ICL Assistant's work</li> </ol>	<ol style="list-style-type: none"> <li>1. review record of Assistant's participation in ICL lessons</li> <li>2. compare performance of individual students who have support from Assistant</li> <li>3. Review Assistant's log book</li> </ol>	Mr William Luk (ICL coordinator)

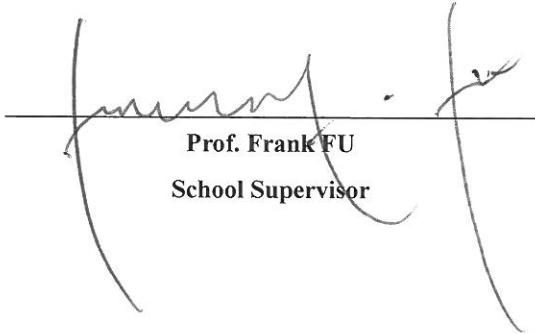
Task Area	Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-Charge
Support & enhance students' learning in Chinese	1. To provide individual support to students in learning Chinese 2. To support teachers in lesson preparation	Employ a TA to support students during Chinese lessons and assist teachers in preparing teaching aids	1. Work alongside with Chinese teachers to provide additional attention and assistance to students, especially during group work and individual work 2. Prepare higher quality of teaching aids	Sep 2013 - Aug 2014	Salary for Chinese TA: $\$20905 \times 1.05 \times 12 = \$263403$	1. frequency of support provided by TA 2. progress of students receiving individual support 3. record of TA's work	1. review record of TA's participation in Chinese lessons 2. compare performance of individual students who have TA support 3. Review TA's log book	Ms Tang Mei Lan (Chinese coordinator)
Support and enhance students' learning in Mathematics	1. To provide individual support to students in learning Mathematics 2. To support teachers in lesson preparation	Employ a Maths Assistant to support students in Maths lessons and assist teachers in preparing teaching aids	1. Work alongside with Maths teachers to provide additional attention and assistance to students, especially during individual work 2. Prepare higher quality of teaching aids	Sep 2013 - Aug 2014	Salary for Maths Assistant: $\$10560 \times 1.05 \times 12 = \$133056$	1. frequency of support provided by Maths Assistant 2. progress of students receiving individual support 3. record of Maths Assistant's work	1. review record of Assistant's participation in Maths lessons 2. compare performance of students who have support from Assistant 3. Review Maths Assistant's log book	Ms Jackie Chong (Mathematics coordinator)
Support students with diverse learning needs under the direction of the Student Development Office	To support students in development of learning habits, thinking skills and organizational issues	Employ an Assistant to support students with diverse learning needs	Provide individual/small group support and assistance to identified students to develop the students' learning habits, thinking skills and organizational issues	Sep 2013 - Aug 2014	Salary for Assistant: $\$10560 \times 1.05 \times 12 = \$133056$	1. frequency of support provided by Assistant 2. progress of students receiving support 3. record of Assistant's work	1. review record of Assistant's participation in the activities of student development 2. compare performance of students who have support from Assistant 3. Review Assistant's log book	Ms Sophie Chow (Head of Student Development)

	Expenditure
Capacity Enhancement Grant available for the year 2013/14	HKD810,900.00
Total budget for Capacity Enhancement Grant in 2013/14	HKD803,502.00
Surplus	HKD7,398.00

Prepared by:

  
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Endorsed by:

  
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Date: 23<sup>rd</sup> October 2013
  
 Prof. Frank FU  
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