Hong Kong Baptist University Affiliated School
Wong Kam Fai Secondary and Primary School
Use of Capacity Enhancement Grant at Primary School (2015 / 16)

Task Area and Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-Charge
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 education	1. Explore and introduce different online platforms / apps for teachers in daily teaching 2. Support teachers' professional development	Sep 2015 - Aug 2016	Salary for IT Assistant: $11000 x 1.05 x 12 = $138600	1. frequency of usage of IT hardware during lessons 2. frequency of usage of software in teaching and learning 3. plan for acquisition of educational hardware & software 4. support of on-site IT training for teachers	1. evaluate record of usage of IT hardware and software 2. evaluate record of acquisition of hardware and software 3. evaluate the acquisition plan 4. review the record of staff training	Mr William Luk (ICL Panel Head)
Support & enhance students' learning in **ICL:** 1. To support ICL teachers in lesson preparation and administrative work 2. To provide individual support to students in learning ICL	Employ an ICL Assistant to assist ICL teachers in preparing lessons and administrative work, and support students during ICL lessons	1. Support in management, preparation, set-up, logistics and maintenance of IT hardware use by students and teachers 2. Provide on-site IT support during the lessons	Sep 2015 - Aug 2016	Salary for ICL Assistant: $11000 x 1.05 x 12 = $138600	1. increase in frequency of support provided by ICL Assistant 2. record of ICL Assistant's work 3. all ICL teachers are satisfied with the quality of ICL administrative work 4. progress of students who have received individual ICL support	1. observe by ICL teachers 2. evaluate the quality of administrative documents 3. review assistant's log book and record of participation in ICL lessons 4. collect feedbacks from students	Mr William Luk (ICL Panel Head)
Support e-learning and administrative work in **Chinese:** 1. To provide backup support for teachers in using IT in teaching Chinese 2. To assist data analysis in assessment and curriculum development	Employ a Chinese Assistant to give IT support to Chinese teachers and assist data analysis	1. Support in management, preparation, set-up, logistics and maintenance of apps and software 2. Prepare quality data analysis support in assessment and curriculum development	Sep 2015 - Aug 2016	Salary for Chinese Assistant: $12000 x 1.05 x 12 = $151200	1. record of Chinese Assistant's work 2. over 20% increase in frequency of usage of IT software/program in teaching and learning 3. over 80% Chinese teachers approve the data analysis reports prepared by assistant	1. review assistant's log book and record of participation in Chinese lessons 2. observe assistant's performance during lessons 3. review data analysis reports	Ms Cherry Li (Chinese Panel Head)

Objectives	Strategies	Tasks	Time Frame	Budget	Success Criteria	Evaluation	Person-in-charge
Support development of G4-G6 school based language arts curriculum in **English**: 1. To release teachers from preparing learning materials and school boards 2. To promote novel study 3. To assist students in novel study	Employment an English assistants to give clerical support in the preparation of novel study packs , worksheets, learning activities etc; and assist individual students in novel study	1. Assist and guide the students, especially during novel study 2. Prepare teaching aids and novel study packs from G4 to G6 3. promote novel books 4. Reduce teachers' load of non-teaching work	Sep 2015 - Aug 2016	Salary for English Assistant: $12000 x 1.05 x 12 = $151200	1. progress of students who have received support 2. quality of clerical support for curriculum development 3. quality of teaching aids, novel study packs, grammar worksheets etc.	1. review record and observe assistant's participation in English lessons 2. evaluate students' performance 3. feedbacks from teachers on quality of teaching aids, novel study packs and worksheets etc.	Winnie Pradhan (Eng Panel Head)
Support and enhance students' learning in **Integrated Science**: 1. To provide support to students in conducting experiments 2. To support teachers in lesson preparation 3. To promote the reading of non-fiction boo	Employ a **0.5** Science Assistant to support students in lessons, assist teachers in managing the laboratory and promote reading of non-fiction books	1. Work with Science teachers to assist and guide the students, especially during experiment 2. Prepare high quality teaching aids 3. Work with the librarian to promote non-fiction books	Sep 2015 - Aug 2016	Salary for **0.5** IS Assistant: $12000 x 1.05 x 12 x 0.5 = $75600	1. frequency of support provided by Science Assistant 2. record of Science Assistant's work 3. progress of students who have received individual support 4. increase 20% in circulation and acquisition of non-fiction books	1. review Assistant's log book and record of participation in science lessons and laboratory 2. evaluate the performance of individual students who have assistant's support 3. evaluate the records from library system	Mr Kelvin Lee (Integrated Science Panel Head)
Support and enhance students' learning in **Mathematics:** 1. To provide individual support to gifted students in learning Mathematics 2. To support teachers in building data bank and AQP analysis	Employ a **0.5** Mathematics Assistant to support gifted students during mathematics lessons; assist teachers in building data bank	1. Work with Mathematics teachers to assist and guide gifted students in math lessons 2. Work with Mathematics teachers to build data bank (use AQP reports)	Sep 2015 - Aug 2016	Salary for **0.5** Mathematics Assistant: $12000 x 1.05 x 12 x 0.5 = $75600	1. frequency of support provided by Mathematics Assistant 2. record of assistant's work 3. progress of gifted students who have received individual support 4. quality of databank and data analysis	1. review assistant's log book and record of participation in Mathematics lessons 2. observe assistant's performance during lessons 3. evaluate the performance of gifted students who have assistant's support 4. review data analysis reports and databank	Ms. Jackie Chong (Mathematics Panel Head)

Assist the development of Life Education curriculum and **Student Development** programs and activities: 1. To prepare teaching materials for Life Education Lessons 2. To support student activities related to Student Development	Employ a Student Development (SD) Assistant to provide support to teachers in preparing teaching materials and support student activities related to Student Development	1. Develop school based Life Education curriculum and teaching materials for teacher 2. Support students in activities related to student development	Sep 2015 - Aug 2016	Salary for SD Assistant: $11000 x 1.05 x 12 = $138600	1. Use of Life Education lesson plan and materials 2. Frequency of supporting student activities related to Student Development	1. Evaluate Life Education lessons by teachers 2. Record of activities and programs supported	Ms Eva Pak (Head of Student Development)

	Expenditure
Capacity Enhancement Grant available for the year 2015/16	HKD915,300
Total budget for Capacity Enhancement Grant in 2015/16	HKD869,400
Surplus	HKD45,900