

**Hong Kong Baptist University Affiliated School  
Wong Kam Fai Secondary and Primary School  
Capacity Enhancement Grant at Primary School (2019/20)**

Task Area and concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Assist the development of <b>Student Development (SD)</b> programs and activities <ol style="list-style-type: none"> <li>1. Life Education curriculum</li> <li>2. SD admin work</li> <li>3. SD programs and activities</li> </ol>	Employ a SD Assistant to provide support for preparing Life Education materials; support SD administrative work; support student programs and activities	<ol style="list-style-type: none"> <li>1. Support the SD different department including Student management support, Guidance, Student Advancement support, Home school liaison</li> <li>2. Teachers to be relieved from SD admin works, mainly on records and student database</li> <li>3. Support student development programs and activities</li> <li>4. Support students in the SD centre activities and one-on-one learning</li> </ol>	Sep 2019 – Aug 2020	Salary for SD Assistant: \$14,500 x 1.05 x 12 = \$182,700	<ol style="list-style-type: none"> <li>1. Production of Life Education curriculum and materials</li> <li>2. Systematic update of SD programs record and student data</li> </ol>	<ol style="list-style-type: none"> <li>1. Internal and external review of Life Education curriculum</li> <li>2. Submission of SD program and student records</li> <li>3. Provision of SD statistical reports</li> </ol>	Ms. SY Cho (Head of Student Development)

Task Area and concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Support and enhance students' learning in <b>STEAM and IS</b> 1. Preparation and support for STEAM and IS lessons 2. Administrative support for STEAM and IS teams	Employ an STEAM Assistant to support in STEAM and IS lessons, prepare and manage lesson materials, and collect lesson records	1. Provide classroom supports for lower Grades STEAM and IS lessons 2. Prepare STEAM and IS lesson materials and manage students' works 3. Manage subject equipment and materials	Sep 2019 – Aug 2020	Salary for STEAM Assistant: \$14,500 x 1.05 x 12 = \$182,700	1. 80% STEAM and IS lessons materials are properly prepared 2. 80% STEAM and IS teachers satisfied with the classroom support 3. STEAM and IS inventory list updated once a term 4. Photo and video records of STEAM and IS activities	1. Teachers evaluation 2. Record of STEAM and IS inventory list 3. Photos and videos in STEAM and IS lessons	Mr. William Luk (Head of STEAM Education)
Support and enhance students' learning in <b>English:</b> 1. Learning materials and learning environment 2. One-on-one reading support 3. Formative assessment	Employ an English Assistant to prepare learning materials and enrich physical environment for learning to assist individual students in reading and writing; facilitate school-wide English activity; and manage formative assessment data	1. Support students, especially during one-on-one sight words reading practice 2. Prepare teaching aids and learning materials 3. Help organize English Week and enrich learning environment 4. Update and maintain the formative assessment database	Sep 2019 – Aug 2020	Salary for English Assistant: \$14,500 x 1.05 x 12 = \$182,700	1. 90% Grades 1-2 students who have received support advance at least 10 levels of sight words reading in a year 2. New novel study pack will be prepared for G1. 3. 90% English teachers satisfied with SA support in preparing learning materials 4. All English boards decorated as per schedule and English Week successfully organized 5. Formative Data records maintained	1. Review of sight words record 2. G1 novel study pack will be ready 3. Teachers' evaluation survey 4. Formative data records	Ms. Winnie Pradhan (Chief Curriculum Officer cum English Panel Head)

Task Area and concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Support and enhance students' learning in <b>eLearning</b> <ol style="list-style-type: none"> <li>Preparation and support for eLearning activities</li> <li>Administrative support for eLearning teams</li> </ol>	Employ an eLearning Assistant to provide all teachers with support in BYOD and eLearning activities; prepare lesson materials, maintain a record of eLearning activities; manage & explore eLearning devices and resource; develop school-based eLearning practices	<ol style="list-style-type: none"> <li>Support eLearning activities</li> <li>Properly manage eLearning devices, BYOD and resources</li> <li>Support the development of eLearning practices</li> </ol>	Sep 2019 – Aug 2020	Salary for eLearning Assistant: \$14,500 x 1.05 x 12 = \$182,700	<ol style="list-style-type: none"> <li>80% teachers satisfied with the eLearning classroom support</li> <li>Systematic documentation of eLearning activities</li> <li>All eLearning devices properly managed</li> </ol>	<ol style="list-style-type: none"> <li>Teachers evaluation</li> <li>eLearning practices records</li> <li>Record of inventory list including hardware and software</li> </ol>	Ms. Debbi Wu (Assistant Mathematics Panel Head cum Assistant head of E-Learning (Coordinator of PS))
Assist the development of <b>Music Team</b> <ol style="list-style-type: none"> <li>Prepare for the School Music Festival</li> <li>Enrich talented students in piano playing</li> <li>Assist in the making of the CD recording for our school choirs</li> </ol>	Employ an external specialist to provide support and training for the Senior Choir, Concert Choir and talented piano students.	<ol style="list-style-type: none"> <li>Facilitate the choir rehearsal for competitions, e.g. School Music Festival</li> <li>Uplift students' piano performance standard</li> <li>Provide quality music during the recording session with school choirs</li> <li>Motivate parents and teachers to assist students in learning music effectively</li> </ol>	Sep 2019 – Aug 2020	Salary for Music Assistant: \$1,000 x 60hrs = \$60,000	<ol style="list-style-type: none"> <li>Result in the school music festival</li> <li>Completion of the CD recording</li> <li>Performance given by the talented students</li> </ol>	<ol style="list-style-type: none"> <li>Teachers' feedback and evaluation</li> <li>Students' feedback and evaluation</li> </ol>	Ms. Gloria Yuen (Music Panel Head & Coordinator of Aesthetic Education)

Task Area and concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Support and enhance students' learning in <b>Mathematics</b> : 1. Support for experiments 2. Support for gifted and SEN students 3. Assessment question bank and AQP analysis 4. Learning materials 5. Learning environment and school-wide Math activities 6. Inventory	Employ a Mathematics Assistant to support students in lessons, particularly for experiments; support gifted and SEN students; assist teachers in building assessment question bank; prepare learning materials; enrich learning environment and help organize Math activities; organize Math inventory	1. Work with Subject teachers to assist and guide the students for experiments 2. Support gifted and SEN students in class 3. Work with teachers for assessment question bank and AQP 4. Prepare learning materials 5. Enrich learning environment and help organizing Math activities 6. Update the inventory and organize the manipulatives & reference books regularly	Sep 2019 – Aug 2020	Salary for Mathematics: $\$14,500 \times 1.05 \times 12 = \$182,700$	1. 100% lessons with experiment supported appropriately. 2. 80% subject teachers satisfied with the classroom support 3. Accurate input of assessment data in AQP; data analysis reports ready within 2 weeks after assessment; question bank updated once a term 4. 80% subject teachers satisfied with the learning materials prepared 5. Inventory list updated once a term 6. Manipulatives and reference books organized every week	1. Teachers evaluation 2. Generation of AQP reports and assessment question bank 3. Record of inventory list including manipulatives and reference books	Ms. Jackie Chong (Vice Principal (PS) cum Mathematics Panel Head)
Assist the logistics of <b>school events</b> and <b>OLE</b> : 1. Assist in the preparation and implementation of school events 2. Support the operation of school office 3. Learning materials and logistic support of OLEs and AOLEs	Employ an assistant to support the logistics of school events and the daily operation of school office; support for the database of OLEs and AOLEs; prepare learning materials and logistics of OLEs	1. Work with teachers to prepare the school events 2. Perform the general school office duties during school days and holidays 3. Update and maintain the database of OLE/AOLE lessons 4. Prepare the learning materials and logistics of OLEs and AOLEs	Sep 2019 – Aug 2020	Salary for School Event Assistant: $\$14,500 \times 1.05 \times 12 = \$182,700$	1. 80% teachers satisfied with the logistics of school events 2. 80% parents satisfied with the logistics of school events 3. An accurate and systematic database of all OLEs maintained 4. 80% OLE teachers satisfied with the learning materials and logistic support	1. Teachers' feedback and evaluation 2. Parents' feedback and evaluation	Ms. Ann Yeung (Head of PS Office)

Task Area and concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Assist logistics of <b>school projects</b> 1. Assist in the preparation and implementation of school projects 2. Support the logistics of Languages Programmes such as Chinese Reading Programmes and the operation of Junior Library	Employ an assistant to support for school projects; prepare materials and logistics of reading programmes and activities; the operation of Junior Library	1. Assist in the implementation of school projects by preparing the plan and report as well as supporting the logistics 2. Assist in developing school- based reading programmes and materials 3. Support reading programmes and activities and the operation of Junior Library	Sep 2019 – Aug 2020	Salary for School Event Assistant: \$14,500 x 1.05 x 12 =\$182,700	1. Fulfil the project's implementation timeline and requirements 2. Smooth operation of Junior Library	1. Teachers' feedback and evaluation 2. Students' feedback and evaluation 3. Operation hours of PS Library and Junior Library	Ms. Ann Yeung (Head of PS Office)

	Expenditure
Projected Capacity Enhancement Grant received for the year 2019/20 (2018/19 was HKD987,768)	HKD1,068,396.00 <sup>1</sup>
Surplus of 2018/19 CEG carried forward	HKD449,935.39
Projected total CEG available for the year 2019/20	HKD1,518,331.39
Total budget for Capacity Enhancement Grant in 2019/20	(HKD1,338,900.00)
Surplus	HKD179,431.39

Remark: 1. An amount of HKD1,106 per primary school student is granted by the government in 2019/20 school year in accordance with the EDB circular EDB(SA)/F&A/65/02/1(17). The total amount is calculated on the basis of 966 students, ie the projection made in the 2019/20 budget preparation.