

**Hong Kong Baptist University Affiliated School  
Wong Kam Fai Secondary and Primary School  
Plan on Capacity Enhancement Grant (2021/22) (Primary Division)**

Task Area and concern	Implementation Plan	Benefits Anticipated	Implementat-ion Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Support and enhance students' learning in <b>English</b> (Primary Division): 1. Prepare for learning materials and learning environment 2. Support for one-on-one reading support 3. Assist in formative assessment data records	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 and third language activities; 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 Language Day and enrich learning environment 4. Update and maintain the formative assessment database	Sep 2021 – Aug 2022	Salary for an English Assistant: \$16,000 x 1.05 x 12 = \$201,600	1. A majority of 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 G5 3. A majority of English and third language teachers satisfied with SA support in preparing learning materials 4. All English and Third Language boards decorated as per schedule and Language Day successfully organized 5. Formative Data records maintained for Eng, French, German	1. Review of sight words record 2. G5 Novel study pack will be ready 3. Teachers' evaluation survey 4. Formative data records	Ms. Winnie Pradhan (Assistant Principal (Curriculum & QA, Primary Division))

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Support and enhance students' learning in <b>Mathematics</b> (Primary Division): <ol style="list-style-type: none"> <li>1. Support for experiments</li> <li>2. Support for gifted and SEN students</li> <li>3. Assist in assessment question bank and AQP analysis</li> <li>4. Prepare for learning materials</li> <li>5. Assist in learning environment and school-wide Math activities</li> <li>6. Check against the inventory</li> </ol>	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	<ol style="list-style-type: none"> <li>1. Work with Subject teachers to assist and guide the students for experiments</li> <li>3. Support gifted and SEN students in class</li> <li>4. Work with teachers for assessment question bank and AQP</li> <li>5. Prepare learning materials</li> <li>6. Enrich learning environment and help organizing Math activities</li> <li>7. Update the inventory and organize the manipulatives &amp; reference books regularly</li> </ol>	Sep 2021 – Aug 2022	Salary for a Mathematics Assistant: \$16,000 x 1.05 x 12 = \$201,600	<ol style="list-style-type: none"> <li>1. A majority of subject teachers satisfied with the classroom support</li> <li>2. Accurate input of assessment data in marksheet; data analysis reports ready within 2 weeks after assessment; question bank updated once a term</li> <li>3. A majority of subject teachers satisfied with the learning materials prepared</li> <li>4. Inventory list updated once a term</li> <li>5. Manipulatives and reference books organized every week</li> <li>6. Accurate input of records of QCMs, team meetings</li> </ol>	<ol style="list-style-type: none"> <li>1. Teachers' evaluation survey</li> <li>2. Generation of AQP reports and assessment question bank</li> <li>3. Record of inventory list including manipulatives and reference books</li> </ol>	Ms. Debbi Wu (Mathematics Panel Head cum Assistant Head of E-Learning (Coordinator of PS))

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<p>Enhancement of <b>OLE</b> Development (Primary Division):</p> <ol style="list-style-type: none"> <li>1. Provide general support for the implementation of OLE programmes</li> <li>2. Prepare for learning materials and logistic support of OLEs and AOLES</li> <li>3. Assist in comprehensive evaluation of OLEs and AOLES</li> </ol>	<p>Employ an OLE assistant to support for the database of OLEs and AOLES; prepare learning materials and the logistics of OLEs and AOLES; assist in evaluation</p>	<ol style="list-style-type: none"> <li>1. Update and maintain the database of OLEs and AOLES</li> <li>2. Prepare the learning materials and enhance the logistics of OLEs and AOLES</li> <li>3. Facilitate the comprehensive evaluation of OLEs and AOLES</li> </ol>	<p>Sep 2021 – Aug 2022</p>	<p>Salary for an OLE Assistant: \$16,000 x 1.05 x 12 = \$201,600</p>	<ol style="list-style-type: none"> <li>1. An accurate and systematic input if database of all OLEs and minutes</li> <li>2. A majority of OLE teachers satisfied with the learning materials and logistic support</li> <li>3. Completion of a comprehensive review of OLE</li> </ol>	<ol style="list-style-type: none"> <li>1. Record of the OLE database and minutes</li> <li>2. Teachers' evaluation survey</li> <li>3. Report of the comprehensive review of OLE</li> </ol>	<p>Ms. Cora Li (Coordinator of OLE)</p>
<p>Support and enhance students' learning in <b>STEAM</b> (Primary Division):</p> <ol style="list-style-type: none"> <li>1. Preparation and support for STEAM and IS lessons</li> <li>2. Administrative support for STEAM and IS teams</li> </ol>	<p>Employ an STEAM Assistant to support in STEAM and IS lessons, prepare and manage lesson materials, and collect lesson records</p>	<ol style="list-style-type: none"> <li>1. Provide classroom supports for lower Grades STEAM and IS lessons</li> <li>2. Prepare STEAM and IS lesson materials and manage students' work</li> <li>3. Manage subject equipment and materials</li> </ol>	<p>Sep 2021 – Aug 2022</p>	<p>Salary for an STEAM Assistant: \$16,000 x 1.05 x 12 = \$201,600</p>	<ol style="list-style-type: none"> <li>1. A majority of STEAM and IS lessons materials are properly prepared</li> <li>2. A majority of STEAM and IS teachers satisfied with the classroom support</li> <li>3. STEAM and IS inventory list updated once a term</li> <li>4. Photo and video records of STEAM and IS activities</li> </ol>	<ol style="list-style-type: none"> <li>1. Teacher evaluation</li> <li>2. Record of STEAM and IS inventory list</li> <li>3. Photos and videos in STEAM and IS lessons</li> </ol>	<p>Mr. William Luk (IT Panel Head and Head of STEAM Education)</p>

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Support and enhance students' learning in <b>Chinese</b> (Primary Division): 1. Prepare for learning materials and learning environment 2. Provide support for school-wide Chinese activities 3. Administrative support for Chinese team	Employ a Chinese Assistant to prepare for learning materials and enrich learning environment; provide support for school-wide Chinese activities; provide administrative Support for Chinese team	1. Prepare teaching aids and learning materials 2. Enrich learning environment and help organizing Chinese activities 3. Manage subject equipment and materials	Sep 2021 – Aug 2022	Salary for a Chinese Assistant: \$16,000 x 1.05 x 12 = \$201,600	1. A majority of subject teachers satisfied with the learning materials prepared 2. Quality support for the logistic of Chinese activities 3. Inventory list updated and organize reference books 4. All Chinese boards decorated as per schedule 5. Accurate input of data	1. Teachers' evaluation survey 2. Record of inventory list 3. Learning materials record	Ms. KK Lee (Chinese Panel Head)
Support and enhance <b>Teaching and Learning</b> (Primary Division): 1. Assist in the production of learning packs 2. Maintain e-learning platform 3. Provide support in multi-media such as video-shooting and editing	Employ a Teaching and Learning Assistant to prepare learning materials; maintain a wide range of e-learning platform; make use of multimedia to enrich learning packs and teaching materials	1. Enrich the learning materials and e-learning platform 2. Reduce the administrative workload of teachers in preparation of learning materials and e-learning platform 3. Diversify the learning materials in term of multi-media	Sep 2021 – Aug 2022	Salary for a Teaching and Learning Assistant: \$16,000 x 1.05 x 12 = \$201,600	1. Number of learning materials and videos 2. Systematic e-learning platform maintained 3. 80% teachers satisfied with the learning materials	1. Learning materials record 2. Record of e-learning platform 3. Teachers Evaluation survey	Ms. Kelvin Lee (Vice Principal (Learning and Teaching, Primary Division))

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Assist logistics of <b>school projects</b> (Primary Division): 1. Foster students' whole-person development via a wide range of school projects. 2. Prepare the necessary report in accordance with the specific guidelines	Employ a school projects to provide administrative support for a wide range of school projects; prepare for the proposals; deal with Financial and HR procedures based on guidelines; assist in report generation	1. Work with teachers to prepare school projects 2. Reduce the administrative workload of teachers on Financial and HR procedures as well report generation 3. Prepare the progress and final report by specific timelines	Sep 2021 – Aug 2022	Salary for a school projects Assistant: \$16,000 x 1.05 x 12 = \$201,600	1. Fulfillment of the project's implementation timeline and requirements 2. Submission of progress and final report by specific timelines	1. Internal and external review of school projects 2. Generation of progress and final report	Ms. Olivia Leung (Executive Assistant)

	Expenditure
Projected Capacity Enhancement Grant received for the year 2021/22 (2020/21 was HKD1,052,912.00)	\$1,106 <sup>1</sup> x 897 = HKD992,082
Surplus of 2020/21 CEG carried forward	HKD832,811
Projected total CEG available for the year 2021/22	HKD1,824,893
Total budget for Capacity Enhancement Grant in 2021/22	7 SAs (HKD1,411,200)
Surplus	HKD413,693

Remarks: 1. An amount of HKD1,106 per primary school student is based on 2020/21 plan as the EDB circular for 2021/22 grant is not yet circulated. The total amount is calculated on the basis of 897 students, ie the projection made in the 2021/22 budget preparation.