

# Plan on Use of Additional Time-limited Funding of Capacity Enhancement Grant

Name of School: S.K.H. Li Fook Hing Secondary School

School Year: 2005/2006 (Starting from March 2006)

| Task Area              | Major Area(s) of Concern                                 | Implementation Plan  | Benefits Anticipated (e.g. in what way teachers' workload is alleviated)  | Implementation Schedule             | Resources Required   | Performance Indicators  | Assessment Mechanism   | Person-in-charge |
|------------------------|--|--|---|-------------------------------------|--|---|--|------------------|
| Curriculum Development | Coping with students' diverse and special learning needs | To employ one teaching assistant to assist teachers in<br>1. Taking minutes for Departmental meetings<br>2. Taking up extra (substitute) lessons<br>3. Preparing teaching materials<br>4. Carrying out other administrative work | Teachers' non-teaching workload will be relieved. They are expected to carry out different modes of SBA in a more effective manner. | From March 2006 onward for one year | Salary of the teaching assistant <u>\$113,400</u> [\$9,000 plus \$450 MPF contribution i.e. (\$9,000 plus \$450) x 12] | - The performance of the teaching assistant<br>- The successful completion of the SBA | - Performance appraisal on the teaching assistant.<br>- Feedback from teachers on the effectiveness of this measure. | Principal        |

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|------------------------|--|---|---|-------------------------------------|--|--|---|------------------|
| Curriculum Development | Coping with students' diverse and special learning needs | To employ one clerical and IT support as to reduce the workloads of teachers. | Teachers' workload will be relieved. They are expected to cope with the administrative and learning demand of the TSA | From March 2006 onward for one year | Salary of the clerical staff <u>\$56,700</u> [\$4,500 plus \$225 MPF contribution i.e. (\$4,500 plus \$225) x 12]<br><br>Total: 170,100 (The reserve will be used to employ additional teachers in the coming academic year) | - The performance of the clerical staff<br>- The successful completion of the TSA<br>- | - Performance appraisal on the clerical staff<br>- Feedback from teachers on the effectiveness of this measure. | Principal        |

The way of using the Additional Time-limited Funding of Capacity Enhancement Grant has been discussed and confirmed by teachers during the Staff Meeting on 10 April 2006 and all teachers have shown consent on it. The School Council endorsed this plan on 23 May 2006.

Supervisor: \_\_\_\_\_  
(Rev. CHUNG Ka-lok)