

St. Paul's College

Plan on Use of Capacity Enhancement Grant (CEG) 2006 – 2007

Means by which teachers have been consulted: At staff meeting

No. of operating classes: 36

1. Employment of an Information Technology Technician

(a) Task Area

Curriculum development

(b) Implementation Plan

- To employ an Information Technology Technician to help with the day-to-day administration, operation and management of the Multimedia Learning Centre.
- The IT Technician will also assist teachers in preparing IT teaching materials. Hence teachers' workload in the preparation of IT teaching materials will be relieved.

(c) Budget

\$126,882 (including 5% MPF)

(d) Evaluation

- Performance appraisal of the IT Technician
- Development of IT teaching materials

(e) Person-in-charge

Mr. W. C. Lam

2. Employment of a Clerical Assistant

(a) Task Area

Curriculum development

(b) Implementation Plan

To employ a Clerical Assistant to take up non-teaching duties currently performed by teachers.

(c) Budget

\$124,047 (including 5% MPF)

(d) Evaluation

- Performance appraisal of the Clerical Assistant
- A review of the measures taken to relieve teachers' non-teaching workload

(e) Person-in-charge

Mr. C. H. Mak

3. **Administrative Assistant**

(a) Task Area
Curriculum development

(b) Implementation Plan

To employ an Administrative Assistant

- to take up non-teaching duties currently performed by teachers
- to handle the administrative work related to the instrumental classes and enhancement classes
- to handle the administrative work related to the school evaluation

(c) Budget
\$159,894 (including 5% MPF)

(d) Evaluation

- Performance appraisal of the Administrative Assistant
- A review of the measures taken to relieve teachers' non-teaching workload

(e) Person-in-charge
Mr. C. H. Mak

4. **Chinese Enhancement Classes**

(a) Task Area
Coping with diverse and special learning needs of students

(b) Implementation Plan

- To employ part-time tutors to conduct enhancement classes on Saturday mornings for those students who need special assistance.
- Class for F.7 will be held from September 2006 to February 2007.
- Class for F.6 will be held from March 2006 to May 2007.
- Classes for F.5 will be held from September 2006 to February 2007.

(c) Budget

- (i) Salaries of the tutors:
\$45,649 (including 5% MPF)
- (ii) Teaching materials: \$1,080
- (iii) Total = \$45,649 + \$1,080 = \$46,729

- (d) Evaluation
Participants' performance in school examinations before and after taking the course will be compared.
- (e) Person-in-charge
Mr. F. Y. Ho

5. **Seminars on Chinese Culture**

- (a) Task Area
Curriculum development
- (b) Implementation Plan
 - Speakers are invited to present talks/seminars for F.4 and 5 classes on selected topics which are closely related to the new curriculum.
- (c) Budget
\$2,000
- (d) Evaluation
 - Surveys to gather feedback from student participants.
- (e) Person-in-charge: Mr. F. Y. Ho

6. **Mathematics Enhancement Classes**

- (a) Task Area
Coping with diverse and special learning needs of students
- (b) Implementation Plan
 - To employ two part-time tutors to conduct enhancement classes on Saturday to help those students who need special assistance.
 - Classes for F.4 will be held from March 2007 to June 2007.
 - Classes for F.5 will be held from October 2006 to February 2007.
- (c) Budget
 - (i) Salaries of the two tutors:
\$27,563 (including 5% MPF)
 - (ii) Teaching materials: \$2,000
 - (iii) Total = \$27,563 + \$2,000 = \$29,563

- (d) Evaluation
Participants' performance in school examinations before and after taking the course will be compared.
- (e) Person-in-charge
Mr. K. W. Wong

7. **English Debate Workshops**

- (a) Task Area
Enhancing students' language proficiency
- (b) Implementation Plan
- To hire a suitable course provider to conduct Debate Workshops for students who are interested in improving their skills in debating.
 - Four classes with 10 students in each class
 - 10 sessions for each class
- (c) Budget
\$17,600
- (d) Evaluation
- Reports on students' progress provided by the course provider.
 - Surveys to gather feedback from students participating in the workshops.
- (e) Person-in-charge
Mr. D. Y. Yuen

8. **English Drama Workshops**

- (a) Task Area
Enhancing students' language proficiency
- (b) Implementation Plan
- To hire a suitable course provider to conduct workshops for students from F.1 to 3 who are interested in drama.
 - Three classes with 15 students in each class
 - 12 sessions for each class
- (c) Budget
\$30,000

(d) Evaluation

- Production of a play in front of the whole school at the end of the school year.
- Surveys to gather feedback from students participating in the workshops.

(e) Person-in-charge: Mr. D. Y. Yuen

9. English Drama Performance

(a) Task Area

Enhancing students' language proficiency

(b) Implementation Plan

- A drama company is invited to perform a play in front of the whole school.

(c) Budget

\$20,000

(d) Evaluation

- Gather feedback from student participants.

(e) Person-in-charge: Mr. D. Y. Yuen

10. Redeployment of Resources

- Total budget for 2006-2007:

$\$126,882 + \$124,047 + \$159,894 + \$46,729 + \$29,563 + \$17,600$
 $+ \$30,000 + \$20,000 = \mathbf{\$556,715}$

- Grant received (2006-2007) = **\$432,828**

- Deficit: $\mathbf{\$432,828 - \$556,715 = \$ 123,887}$ (deficit to be covered by school's fund)