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 = **$556,715**

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

- Deficit: **$432,828** – **$556,715** = **$123,887** (deficit to be covered by school's fund)