

## Plan on the Use of Capacity Enhancement Grant for the 2023/24 School Year

**Name of School :** HKTA Tang Hin Memorial Secondary School

**Means by which teachers have been consulted:** at staff meetings and special meetings

**Number of operating classes:** 30

Our school has read and understands the ground rules and procedures in the utilization of the Capacity Enhancement Grant (CEG). The following plan on the use of the CEG is drawn up after full consultation with teachers:

Task 1	Details	Time Frame	Budget	Evaluation Criteria	Responsible Party
To relieve teachers' workload so that teachers can concentrate on enhancing students' language proficiency and coping with learning needs of students	<ul style="list-style-type: none"> <li>• To employ part-time tutors to conduct English classes / activity sessions for S1 to S.5 (Class sizes will be kept below 20.)</li> <li>• To enhance students' proficiency in English</li> </ul>	<p>From September onwards for one year.</p> <p>All classes / activity sessions will be held on Saturdays and in summer vacation.</p>	<p>Salary of the part-time tutors for the year –</p> <p style="text-align: center;"><b><u>\$80,250.00</u></b></p>	<ul style="list-style-type: none"> <li>• High attendance rate (&gt;80%)</li> <li>• 70% of the students show improvement in academic performance after attending the courses.</li> <li>• 70% of the students agree that the courses are useful for improving their language proficiency.</li> <li>• 70% of the teachers concerned agree that their workload has been relieved so that they can spare more time to cater for students' needs.</li> </ul>	<p>Ms. Leung KC Mr. Lui KL Ms. Ngo KK Ms. Tang PS</p>

Task 2	Details	Time Frame	Budget	Evaluation Criteria	Responsible Party
To relieve teachers' workload so that teachers can concentrate on enhancing students' language proficiency and coping with learning needs of students	Tutors will mark 3 integrated tasks for all S6 students, including post-writing feedback for each student.	From late October 2023 to January 2024	<b><u>\$15,000.00</u></b>	<ul style="list-style-type: none"> <li>• 70% of the students show improvement in academic performance after attending the courses.</li> <li>• 70% of the students agree that the scheme is useful for improving their language proficiency.</li> <li>• 70% of the teachers concerned agree that their workload has been relieved so that they can spare more time to cater for students' needs.</li> </ul>	Ms. Leung KC Mr. Lui KL Ms. Ngo KK Ms. Tang PS

Task 3	Details	Time Frame	Budget	Evaluation Criteria	Responsible Party
To relieve teachers' workload so that teachers can concentrate on enhancing students' language proficiency and coping with learning needs of students	<ul style="list-style-type: none"> <li>To employ part-time tutors to conduct Chinese classes / activity sessions for S1 to S.5 (Class sizes will be kept below 20.)</li> <li>To enhance students' proficiency in Chinese Language</li> </ul>	<p>From September onwards for one year.</p> <p>All classes / activity sessions will be held on Saturdays and in summer vacation.</p>	<p>Salary of the part-time tutors for the year –</p> <p><b><u>\$73,880.00</u></b></p>	<ul style="list-style-type: none"> <li>High attendance rate (&gt;80%)</li> <li>70% of the students show improvement in academic performance after attending the courses.</li> <li>70% of the students agree that the courses are useful for improving their language proficiency.</li> <li>70% of the teachers concerned agree that their workload has been relieved so that they can spare more time to cater for students' needs.</li> </ul>	<p>Ms. Leung KC Mr. Lui KL Ms. Tsang WK Ms. Yeung ST</p>

Task 4	Details	Time Frame	Budget	Evaluation Criteria	Responsible Party
To relieve teachers' workload so that teachers can concentrate on coping with learning needs of students	<ul style="list-style-type: none"> <li>To employ part-time tutors to conduct Mathematics classes / activity sessions for S1 to S.5 (Class sizes will be kept below 20.)</li> <li>To enhance students' performance in Mathematics</li> </ul>	<p>From September onwards for one year.</p> <p>All classes / activity sessions will be held on Saturdays and in summer vacation.</p>	<p>Salary of the part-time tutors for the year –</p> <p><b><u>\$61,000.00</u></b></p>	<ul style="list-style-type: none"> <li>High attendance rate (&gt;80%)</li> <li>70% of the students show improvement in academic performance after attending the courses.</li> <li>70% of the students agree that the courses are useful for improving their performance in Mathematics.</li> <li>70% of the teachers concerned agree that their workload has been relieved so that they can spare more time to cater for students' needs.</li> </ul>	<p>Ms. Leung KC Mr. Lui KL Mr. Cheung WC Ms. Chan CW</p>

Task 5	Details	Time Frame	Budget	Evaluation Criteria	Responsible Party
To relieve teachers' workload so that teachers can concentrate on coping with learning needs of students	<ul style="list-style-type: none"> <li>To employ part-time tutors to provide individual support for the low achievers</li> <li>To improve students' learning skills and attitude</li> </ul>	<p>From September onwards for one year.</p> <p>All classes / activity sessions will be held on Saturdays or after school and in summer vacation.</p>	<p>Salary of the part-time tutors for the year –</p> <p><b><u>\$100,000.00</u></b></p>	<ul style="list-style-type: none"> <li>High attendance rate (&gt;80%)</li> <li>70% of the students show improvement in academic performance after attending the tutorial groups.</li> <li>70% of the students agree that the tutorial groups are useful for improving their academic performance.</li> <li>70% of the teachers concerned agree that their workload has been relieved so that they can spare more time to cater for students' needs.</li> </ul>	<p>Ms. Leung KC Mr. Lui KL</p>

<b>Task 6</b>	<b>Details</b>	<b>Time Frame</b>	<b>Budget</b>	<b>Evaluation Criteria</b>	<b>Responsible Party</b>
To relieve teachers' workload so that teachers can concentrate on curriculum development and coping with learning needs of students	To employ part-time tutors to: <ul style="list-style-type: none"> <li>• assist teachers in invigilation and preparing teaching materials</li> <li>• help teachers prepare teaching materials</li> <li>• offer learning support to individual students</li> <li>• monitor the Study Room</li> </ul>	From September onwards for one year.	Salary of the part-time tutors for the year –  <b><u>\$60,000.00</u></b>	<ul style="list-style-type: none"> <li>• 70% of the students agree that the Study Room provides them a quiet place to study.</li> <li>• 70% of the teachers concerned agree that their workload has been relieved so that they can spare more time to cater for students' needs.</li> </ul>	Ms. Leung KC Mr. Lui KL
		Total Expenditure	<b><u>\$390,130.00</u></b>		

The surplus \$276,805.00 will be retained in EOEBG.