Hong Kong Taoist Association Tang Hin Memorial Secondary School
Use of Capacity Enhancement Grant
ANNUAL REPORT (2023-2024)

1. OBJECTIVES OF THE CURRENT SCHOOL YEAR

1.1	To enhance students' language proficiency
1.2	To improve students' mathematical skills
1.3	To provide support for the learning of individual students
1.4	To reduce the workload of teachers in terms of invigilation and preparation of teaching materials, as well as in dealing with the diverse learning needs of students

2. Review of Programme Plan

Objective 1.1	To enhance students' language proficiency				
Action/Task	**Teacher-in-charge**	**Success Criteria**	**Evaluation**	**Follow-Up Actions**	**Remarks/Suggestions for Further Improvement**
(1) To employ part-time tutors to conduct English enrichment courses for S1-S6 less able students	Ms. Leung KC Mr. Lui KL Ms. Ngo KK Ms. Tang PS	• High attendance rate (>80%) • 70% of the target students show an improvement in their academic performance after attending the courses. • 70% of the target students agree that the courses are useful for improving their English language skills. • 70% of the teachers involved agree that their workload has been reduced, allowing them to devote more time to the needs of their students.	• The attendance rate was high (87.3%). • The target students in the senior forms performed satisfactorily and most of them (76%) passed the annual results. However, the target students in the junior forms needed more learning support. • Most of the target students (>80%) agreed that the courses were useful for improving their English language skills. • Most of the teachers concerned (>90%) agreed that their workload had been reduced, giving them more time to meet the needs of their students.	Part-time tutors and subject teachers should discuss the students' learning progress and suggest ways to improve their performance.	Materials and activities can be adapted to the needs of the students. A post-test or post-exam review related to core components or common mistakes for underachievers should be conducted in Junior Form classes.

(2) To employ a tutor to mark S6 students' integrated tasks and give post-writing feedback to students	Ms. Leung KC Mr. Lui KL Ms. Ngo KK Ms. Tang PS	• 70% of the target students show an improvement in academic performance. • 70% of the target students agree that the course is useful for improving their language proficiency. • 70% of the teachers involved agree that their workload has been reduced, allowing them to devote more time to the needs of their students.	• Most of the target students (>80%) showed an improvement in their academic performance. • Most of the target students (>80%) agreed that the course was useful in improving their English writing skills. • Most of the teachers involved (>80%) agreed that their workload had been reduced, allowing them to devote more time to the needs of their students.	The part-time tutor and subject teachers should discuss the students' learning progress and suggest ways to improve their performance.	As it is difficult to find experienced teachers to mark the work of senior students, the course may not continue next year.
(3) To employ part-time tutors to conduct Chinese enrichment courses for S1-S5 less able students	Ms Leung KC Mr. Lui KL Ms Tsang WK Ms Yeung Shek Tan	• High attendance rate (>80%) • 70% of the target students show an improvement in their academic performance after attending the courses. • 70% of the target students agree that the courses are useful for improving their language proficiency. • 70% of the teachers involved agree that their workload has been reduced, allowing them to devote more time to the needs of their students.	• The attendance rate was high (88.2%). • The target students in the junior forms performed satisfactorily and most of them (78.2%) passed the annual results. However, the target students in the senior forms needed more learning support. • Most of the target students (>80%) agreed that the courses were useful for improving their language proficiency. • Most of the teachers concerned (>90%) agreed that their workload had been reduced, giving them more time to meet the needs of their students.	Follow-up actions should be taken to improve students' learning. Part-time tutors and subject teachers should communicate more frequently to suggest ways to improve students' Chinese proficiency.	Materials and activities can be adapted to the needs of the students.

Objective 1.2	To improve students' mathematical skills				
Action/Task	**Teacher-in-charge**	**Success Criteria**	**Evaluation**	**Follow-Up Actions**	**Remarks/Suggestions for Further Improvement**
To employ part-time tutors to conduct mathematics enrichment courses for S1-S5 less able students	Ms Leung KC Mr. Lui KL Mr. Cheung WC	• High attendance rate (>80%) • 70% of the target students show an improvement in their academic performance after attending the courses. • 70% of the target students agree that the courses are useful for improving their mathematical skills. • 70% of the teachers involved agree that their workload has been reduced, allowing them to devote more time to the needs of their students.	• The attendance rate was high (89.8%). • Although the target students showed improved mathematical skills, they still did not perform as they hoped. They needed more learning support. • Most of the target students (>80%) agreed that the courses were useful for improving their mathematical skills. • Most of the teachers concerned (>90%) agreed that their workload had been reduced, giving them more time to meet the needs of their students.	Follow-up actions should be taken to improve students' learning. Part-time tutors and subject teachers should communicate more frequently to suggest ways to improve students' mathematical skills.	Materials and activities can be adapted to the needs of the students.

Objective 1.3: To provide support for the learning of individual students

Action/Task	Teacher-in-charge	Success Criteria	Evaluation	Follow-Up Actions	Remarks/Suggestions for Further Improvement
To employ part-time tutors to provide individual support to low achievers	Ms Leung KC Mr. Lui KL	• High attendance rate (>80%) • 70% of the target students show an improvement in their academic performance. • 70% of the target students agree that the learning support is useful for improving their study skills. • 70% of the teachers involved agree that their workload has been reduced, allowing them to devote more time to the needs of their students.	• The attendance rate was high (86%). • Most of the target students (>80%) showed improved performance in study skills as evidenced by their exam results. • Most of the target students (>80%) agreed that the courses were useful for improving their study skills. • Most of the teachers concerned (>90%) agreed that their workload had been reduced, giving them more time to meet the needs of their students.	Part-time tutors can give more encouragement to students and help them set goals to improve in the next term.	There should be better communication between tutors and subject teachers. More guidance should be given to tutors to help them prepare for tutorial groups.

Objective 1.4: To reduce the workload of teachers in terms of invigilation and preparation of teaching materials, as well as in dealing with the diverse learning needs of students

Action/Task	Teacher-in-charge	Success Criteria	Evaluation	Follow-Up Actions	Remarks/Suggestions for Further Improvement
To employ part-time tutors to help teachers with invigilation and provide more learning support for individual students	Ms Leung KC Mr Lui KL	• 70% of students agree that the study room gives them a quiet place to study. • 70% of the teachers involved agree that their workload has been reduced, allowing them to spend more time with their students.	• Most students (86%) agreed that the study room was well-managed and gave them a quiet place to study. • Most of the teachers concerned (>90%) agreed that their workload had been reduced, giving them more time to meet the needs of their students.	More signs reminding students to keep quiet can be put up in the study room to create an environment conducive to learning.	More part-time tutors can be employed to assist teachers with invigilation and study room supervision.

3.	FINANCIAL REPORT		

Income:

Grant Received: $666,935.00

Expenditure:

Item	Description	Amount($)	Remarks
1	Part-time English tutors	82,075.00	Capacity Enhancement Grant
2	Part-time Tutors (S6 English)	11,250.00	Capacity Enhancement Grant
3	Part-time Chinese tutors	71,630.00	Capacity Enhancement Grant
4	Part-time Mathematics tutors	57,000.00	Capacity Enhancement Grant
5	Tutorial Groups	121,467.50	Capacity Enhancement Grant
6	Part-time tutors	51,620.00	Capacity Enhancement Grant
	Total:	395,042.50	
	Balance c/d	271,892.50	to be deployed to EOEBG

4.	PROGRAMME TEAM

Unit Head: Leung Kit Ching / Lui Ka Lun

Members:

Ngo Kuen Kuen	Tsang Wing Kuen
Tang Pui Shan	Yeung Shek Tan
Cheung Wai Chiu	