Plan on the Use of Capacity Enhancement Grant for the 2026/27 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 for the use of the CEG is drawn up after full consultation with teachers:

Task 1	Details	Time Frame	Budget	Evaluation Criteria	Responsible Party
To reduce the workload of teachers so that teachers can focus on developing students' language proficiency and meeting their learning needs.	• To employ part-time tutors to run English enrichment courses for S4 to S5 (class sizes will be kept below 20). • To improve students' English language skills.	From September for one year. All courses are held on Saturdays and during the summer holidays.	Salary of the part-time tutors for the year – **$37,100.00**	• 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.	Mr. Lui KL Ms. Mak WS Ms. Chan PL

Task 2	Details	Time Frame	Budget	Evaluation Criteria	Responsible Party
To reduce the workload of teachers so that teachers can focus on developing students' language proficiency and meeting their learning needs.	• To employ part-time teaching assistants to run English enrichment courses for S1 to S3 (class sizes will be kept below 22). • To improve students' English language skills. • To assist teachers with administrative tasks and preparing learning materials.	From September for one year. All courses are held on Saturdays, after school and during the summer holidays.	Salary of the part-time teaching assistant for the year – **$120,420.00**	• 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.	Mr. Lui KL Ms. Mak WS Ms. Cheung WJ

Task 3	Details	Time Frame	Budget	Evaluation Criteria	Responsible Party
To reduce the workload of teachers so that teachers can focus on developing students' language proficiency and meeting their learning needs.	• To employ part-time tutors to run Chinese enrichment courses for S1 to S5 (class sizes will be kept below 20). • To enhance students' proficiency in Chinese Language.	From September for one year. All courses are held on Saturdays and during the summer holidays.	Salary of the part-time tutors for the year – **$78,200.00**	• 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 proficiency in the Chinese language. • 70% of the teachers involved agree that their workload has been reduced, allowing them to devote more time to the needs of their students.	Mr. Lui KL Ms. Yeung ST Ms. Wong YC

Task 4	Details	Time Frame	Budget	Evaluation Criteria	Responsible Party
To reduce the workload of teachers so that they can concentrate on meeting the learning needs of students.	• To employ part-time tutors to run Mathematics enrichment courses for S1 to S5 (class sizes will be kept below 20). • To enhance students' performance in Mathematics.	From September for one year. All courses are held on Saturdays and during the summer holidays.	Salary of the part-time tutors for the year – **$90,425.00**	• 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.	Mr. Lui KL Ms. Li WL

Task 5	Details	Time Frame	Budget	Evaluation Criteria	Responsible Party
To reduce the workload of teachers so that they can concentrate on meeting the learning needs of students.	• To employ part-time tutors to run enrichment courses in electives for S5 to S6 (class sizes will be kept below 20). • To improve the attainment of target students in electives	From September for one year. All courses are held on Saturdays and during the summer holidays.	Salary of the part-time tutors for the year – **$34,995.00**	• 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 performance. • 70% of the teachers involved agree that their workload has been reduced, allowing them to devote more time to the needs of their students.	Mr. Lui KL Ms. Chan PC Ms. Cheung YK Mr. Lam HB Mr. Yuen WC Ms. Lo KM

Task 6	Details	Time Frame	Budget	Evaluation Criteria	Responsible Party
To reduce the workload of teachers so that they can concentrate on meeting the learning needs of students.	• To employ part-time tutors to provide individual support to low achievers. • To improve students' learning skills and attitude.	From September onwards for one year. All classes/activity sessions are held on Saturdays or after school and during the summer vacation.	Salary of the part-time tutors for the year – **$75,900.00**	• 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.	Mr. Lui KL

Task 7	Details	Time Frame	Budget	Evaluation Criteria	Responsible Party
To reduce the workload of teachers so that they can concentrate on meeting the learning needs of students.	To employ part-time tutors to help teachers with invigilation and provide more learning support for individual students.	From September onwards for one year.	Salary of the part-time tutors for the year – **$72,000.00**	• 70% of students agree that the study room gives them a favorable place to study. • 70% of the teachers involved agree that their workload has been reduced, allowing them to spend more time with their students.	Mr. Lui KL
		Total Expenditure	**$509,040.00**		

The surplus of $39,284.00 will be retained in EOEBG.