

**Hong Kong Baptist University Affiliated School
Wong Kam Fai Secondary and Primary School
Plan on Capacity Enhancement Grant (2022/23) (Primary Division)**

Task Area and concern	Implementation Plan	Benefits Anticipated	Implementat-ion Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Support and enhance students' learning in English (Primary Division): 1. Prepare for learning materials and learning environment 2. Support for one-on-one reading support 3. Assist in formative assessment data records	Employ an English Assistant to prepare learning materials and enrich physical environment for learning to assist individual students in reading and writing; facilitate school-wide English and third language activities; and manage formative assessment data	1. Support students, especially during one-on-one sight words reading practice 2. Prepare teaching aids and learning materials 3. Help organize Language Day, English week and enrich learning environment 4. Update and maintain the formative assessment database	Sep 2022 – Aug 2023	Salary for an English Assistant: \$16,000 x 1.05 x 12 = \$201,600	1. A majority of Grades 1-2 students who have received support advance at least 10 levels of sight words reading in a year 2. A majority of English and third language teachers satisfied with SA support in preparing learning materials 3. All English and Third Language boards decorated as per schedule and Language Day successfully organized 4. Formative Data records maintained for Eng, French, German	1. Review of sight words record 2. Teachers' evaluation survey 3. Formative data records	Ms. Winnie Pradhan (Assistant Principal (Curriculum & QA, Primary Division))

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Support and enhance students' learning in Mathematics (Primary Division): 1. Support for experiments and lesson activities 2. Support for gifted and SEN students 3. Assist in assessment question bank 4. Prepare for learning materials 5. Assist in learning environment and school-wide Math activities 6. Check against the inventory	Employ a Mathematics Assistant to support students in lessons, particularly for lesson activities; support gifted and SEN students; assist teachers in building assessment question bank; prepare learning materials; enrich learning environment and help organize Math activities; organize Math inventory	1. Work with Subject teachers to assist and guide the students for experiments and lesson activities 2. Support gifted and SEN students in class 3. Work with teachers for assessment question bank and AQP 4. Prepare learning materials 5. Enrich learning environment and help organizing Math activities 6. Update the inventory and organize the manipulatives & reference books regularly	Sep 2022 – Aug 2023	Salary for a Mathematics Assistant: \$16,000 x 1.05 x 12 = \$201,600	1. A majority of subject teachers satisfied with the classroom support 2. Accurate input of assessment data in marksheet; data analysis reports ready within 2 weeks after assessment; question bank updated once a term 3. A majority of subject teachers satisfied with the learning materials prepared 4. Inventory list updated once a term 5. Manipulatives and reference books organized every week 6. Accurate input of records of QCMs, team meetings	1. Teachers' evaluation survey 2. Generation of assessment question bank 3. Record of inventory list including manipulatives and reference books	Ms. Debbi Wu (Mathematics Panel Head cum Assistant Head of E-Learning (Coordinator of PS))

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<p>Enhancement of OLE Development (Primary Division):</p> <ol style="list-style-type: none"> 1. Provide general support for the implementation of OLE programmes 2. Prepare for learning materials and logistic support of OLEs and AOLES 3. Assist in comprehensive evaluation of OLEs and AOLES 	<p>Employ an OLE assistant to support for the database of OLEs and AOLES; prepare learning materials and the logistics of OLEs and AOLES; assist in evaluation</p>	<ol style="list-style-type: none"> 1. Update and maintain the database of OLEs and AOLES 2. Prepare the learning materials and enhance the logistics of OLEs and AOLES 3. Facilitate the comprehensive evaluation of OLEs and AOLES 	<p>Sep 2022 – Aug 2023</p>	<p>Salary for an OLE Assistant: \$16,000 x 1.05 x 12 = \$201,600</p>	<ol style="list-style-type: none"> 1. An accurate and systematic input if database of all OLEs and minutes 2. A majority of OLE teachers satisfied with the learning materials and logistic support 3. Completion of a comprehensive review of OLE 	<ol style="list-style-type: none"> 1. Record of the OLE database and minutes 2. Teachers' evaluation survey 3. Report of the comprehensive review of OLE 	<p>Ms. Cora Li (Coordinator of OLE)</p>
<p>Support and enhance students' learning in STEAM (Primary Division):</p> <ol style="list-style-type: none"> 1. Preparation and support for STEAM and IS lessons 2. Administrative support for STEAM and IS teams 	<p>Employ an STEAM Assistant to support in STEAM and IS lessons, prepare and manage lesson materials, and collect lesson records</p>	<ol style="list-style-type: none"> 1. Provide classroom supports in lower Grades STEAM and IS lessons 2. Prepare STEAM and IS lesson materials and manage students' work 3. Manage subject equipment and materials 	<p>Sep 2022 – Aug 2023</p>	<p>Salary for an STEAM Assistant: \$16,000 x 1.05 x 12 = \$201,600</p>	<ol style="list-style-type: none"> 1. A majority of STEAM and IS lessons materials are properly prepared 2. A majority of STEAM and IS teachers satisfied with the classroom support 3. STEAM and IS inventory list updated once a term 4. Photo and video records of STEAM and IS activities 	<ol style="list-style-type: none"> 1. Teacher evaluation 2. Record of STEAM and IS inventory list 3. Photos and videos in STEAM and IS lessons 	<p>Mr. William Luk (IT Panel Head and Head of STEAM Education)</p>

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Support and enhance students' learning in Chinese (Primary Division): <ol style="list-style-type: none"> 1. Prepare for learning materials and learning environment 2. Provide support for school-wide Chinese activities 3. Administrative support for Chinese team 	Employ a Chinese Assistant to prepare for learning materials and enrich learning environment; provide support for school-wide Chinese activities; provide administrative Support for Chinese team	<ol style="list-style-type: none"> 1. Prepare teaching aids and learning materials 2. Enrich learning environment and help organizing Chinese activities 3. Manage subject equipment and materials 	Sep 2022 – Aug 2023	Salary for a Chinese Assistant: \$16,000 x 1.05 x 12 = \$201,600	<ol style="list-style-type: none"> 1. A majority of subject teachers satisfied with the learning materials prepared 2. Quality support for the logistic of Chinese activities 3. Inventory list updated and organize reference books 4. All Chinese boards decorated as per schedule 5. Accurate input of data 	<ol style="list-style-type: none"> 1. Teachers' evaluation survey 2. Record of inventory list 3. Learning materials record 	Ms. Susan Yu (Chinese Panel Head)
Assist logistics of Office Operations (Primary Division): <ol style="list-style-type: none"> 1. Foster students' whole-person development via a wide range of school projects. 2. Prepare the necessary report in accordance with the specific guidelines 	Employ a school projects to provide administrative support for a wide range of school projects; prepare for the proposals; deal with Financial and HR procedures based on guidelines; assist in report generation	<ol style="list-style-type: none"> 1. Work with teachers to prepare school projects 2. Reduce the administrative workload of teachers on Financial and HR procedures as well report generation 3. Prepare the progress and final report by specific timelines 	Sep 2022 – Aug 2023	Salary for a school projects Assistant: \$16,000 x 1.05 x 12 = \$201,600	<ol style="list-style-type: none"> 1. Fulfillment of the project's implementation timeline and requirements 2. Submission of progress and final report by specific timelines 	<ol style="list-style-type: none"> 1. Internal and external review of school projects 2. Generation of progress and final report 	Mr. Ernie Yau (Head of Office)

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Assist the development of Student Development (SD) programs and activities 1. Administrative support for SD admin work 2. Prepare materials for SD programs and activities 3. Provide support according for individual needs	Employ a SD Assistant to provide support for preparing SD program materials; support SD administrative work; support student programs and activities	1. Support the SD different department including Student management support, Guidance, Student Advancement support, Home school liaison SEN team, Moral and Civic Ed team 2. Teachers to be relieved from SD admin works, mainly on records and student database 3. Support student development programs and activities 4. Support students in the SD centre activities and one-on-one learning	Sep 2022 – Aug 2023	Salary for a Teaching and Learning Assistant: $\$16,000 \times 1.05 \times 12 = \$201,600$	1. A majority team heads satisfied with the program material supported and prepared 2. Systematic update of SD programs record and student data	1. Teacher's evaluation feedback 2. Submission of SD program and student records 3. Provision of SD statistical report	Ms Cho Siu Yee (Deputy Head of Student Development)

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Support and enhance Library Operations (Primary Division): 1. Assist in the production of learning packs 2. Maintain e-learning platform 3. Provide support in multi-media such as video-shooting and editing	Employ a Teaching and Learning Assistant to prepare learning materials; maintain a wide range of e-learning platform; make use of multimedia to enrich learning packs and teaching materials	1. Enrich the learning materials and e-learning platform 2. Reduce the administrative workload of teachers in preparation of learning materials and e-learning platform 3. Diversify the learning materials in term of multi-media	Sep 2022 – Aug 2023	Salary for a Teaching and Learning Assistant: \$16,000 x 1.05 x 12 = \$201,600	1. Number of learning materials and videos 2. Systematic e-learning platform maintained 3. 80% teachers satisfied with the learning materials 4. Stream B materials prepared, marking stickers printed, support for marksheets maintenance	1. Learning materials Record 2. Record of e-learning platform 3. Teachers Evaluation survey	Ms. Elva Yeung

	Expenditure
Projected Capacity Enhancement Grant received for the year 2022/23 (201/22 was HKD 1,099,560)	\$1,122 ¹ x 980 = HKD1,099,560
Surplus of 2021/22 CEG carried forward	HKD637,854.91
Projected total CEG available for the year 2022/23	HKD1,737,414.91
Total budget for Capacity Enhancement Grant in 2022/23	8 SAs (HKD1,612,800)
Surplus	HKD124,614.91

Remarks: 1. An amount of HKD1,122 per primary school student is based on the EDB circular for 2021/22 grant. The total amount is calculated on the basis of 982 students, i.e. the projection made in the 2021/22 budget preparation.