Hong Kong Baptist University Affiliated School
Wong Kam Fai Secondary and Primary School
Plan on Capacity Enhancement Grant (2023/24) (Primary Division)

Task Area and Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Support and enhance students' learning in **English and Third Language** (Primary Division): 1. Prepare for learning materials and learning environment 2. One-on-one reading support 3. Assist in formative assessment data records	Employ an English and Third Language Assistant to prepare learning materials and enrich the 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 word reading practice 2. Prepare teaching aids and learning materials 3. Help organize Language Day and English Week and enrich the learning environment 4. Update and maintain the formative assessment database	Sep 2023 – Aug 2024	Salary for an English Assistant: $18,000 x 1.05 x 12 = $226,800	1. A majority of Grades 1-2 students who have received support advance at least 10 levels of sight word reading in a year 2. A majority of English and third language teachers were satisfied with SA support in preparing learning materials 3. Formative Data records maintained for Eng, French, and German 4. All English and Third Language boards were decorated as per schedule and Language Day was successfully organized	1. Review of sight words record 2. Teachers' evaluation survey 3. Formative data records	Ms Annie Chan (English Panel Head)

Task Area and Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Support and enhance students' learning in **Mathematics and IS** (Primary Division): 1. Support for experiments and lesson activities 2. Support for gifted and SEN students 3. Assist in the assessment question bank 4. Prepare for learning materials 5. Assist in the learning environment and school-wide Math and IS activities 6. Check against the inventory	Employ a Mathematics and IS 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 the learning environment and help organize Math and IS activities; organize Math and IS inventory	1. Work with Subject teachers to assist and guide the students in 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 the learning environment and help organizing Math and IS activities 6. Update the inventory and organize the manipulatives & reference books regularly	Sep 2023 – Aug 2024	Salary for a Mathematics and IS Assistant: $18,000 x 1.05 x 12 = $226,800	1. A majority of subject teachers were satisfied with the classroom support 2. Accurate input of assessment data in mark sheet; data analysis reports ready within 2 weeks after the assessment; question bank updated once a term 3. A majority of subject teachers are 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 Head of E-Learning (Coordinator of PS)) Mr. Kan Chan (IS Panel Head)

Task Area and Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Enhancement of **OLE** Development (Primary Division): 1. Provide general support for implementing OLE programmes 2. Prepare for learning materials and logistic support of OLEs and AOLEs 3. Assist in comprehensive evaluation of OLEs and AOLEs	Employ an OLE assistant to support the database of OLEs and AOLEs; prepare learning materials and the logistics of OLEs and AOLEs; assist in evaluation	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	Sep 2023 – Aug 2024	Salary for an OLE Assistant: $18,000 x 1.05 x 12 = $226,800	1. Accurate and systematic input of the database of all OLEs and minutes 2. A majority of OLE teachers are satisfied with the learning materials and logistic support 3. Completion of a comprehensive review of OLE	1. Record of the OLE database and minutes 2. Teachers' evaluation survey 3. Report of the comprehensive review of OLE	Ms. Cora Li (Head of OLE and PBL)
Support and enhance students' learning in **STEAM and e-learning** (Primary Division): 1. Preparation and support for STEAM lessons 2. Administrative support for STEAM and e-learning teams	Employ an STEAM and e-learning Assistant to support STEAM lessons, prepare and manage lesson materials, and collect lesson records	1. Provide classroom support in lower Grades STEAM lessons 2. Prepare STEAM lesson materials and manage students' work 3. Manage subject equipment and materials	Sep 2023 – Aug 2024	Salary for an STEAM and e-learning Assistant: $18,000 x 1.05 x 12 = $226,800	1. A majority of STEAM lesson materials are properly prepared 2. A majority of STEAM teachers are satisfied with the classroom support 3. The STEAM inventory list is updated once a term 4. Photo and video records of STEAM activities	1. Teacher evaluation 2. Record of STEAM inventory list 3. Photos and videos in STEAM lessons	Mr. William Luk (IT Panel Head and Head of STEAM Education) Ms. Debbi Wu (Mathematics Panel Head cum Head of E-Learning (Coordinator of PS))

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Support and enhance students' learning in **Chinese and LA** (Primary Division): 1. Prepare for learning materials and learning environment 2. Provide support for school-wide Chinese and LA activities 3. Administrative support for the Chinese and LA team	Employ a Chinese and LA Assistant to prepare for learning materials and enrich the learning environment; provide support for school-wide Chinese and LA activities; provide administrative Support for Chinese and LA team	1. Prepare teaching aids and learning materials 2. Enrich the learning environment and help organizing Chinese activities 3. Manage subject equipment and materials	Sep 2023 – Aug 2024	Salary for a Chinese Assistant: $18,000 x 1.05 x 12 = $226,800	1. A majority of subject teachers were satisfied with the learning materials prepared 2. Quality support for the logistic of Chinese and LA activities 3. Inventory list updated and organize reference books 4. All Chinese and LA boards decorated as per schedule 5. Accurate input of data	1. Teachers' evaluation survey 2. Record of inventory list 3. Learning materials record	Ms. Susan Yu (Chinese Panel Head) Ms. Natalie Cho (LA Panel Head)
Assist logistics of **Office Operations** (Primary Division): 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 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	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 2023 – Aug 2024	Salary for a school project Assistant: $18,000 x 1.05 x 12 = $226,800	1. Fulfillment of the project's implementation timeline and requirements 2. Submission of progress and final report by specific timelines	1. Internal and external review of school projects 2. Generation of progress and final report	Mr. Ernie Yau (Head of Office)

Task Area and Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
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 for individual needs	Employ an SD Assistant to provide support for preparing SD program materials; support SD administrative work; support student programs and activities	1. Support the SD's different departments 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 2023 – Aug 2024	Salary for a Teaching and Learning Assistant: $18,000 x 1.05 x 12 = $226,800	1. A majority of team heads are 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 (Associate Vice Principal)

Task Area and Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Support and enhance **Library Operations** (Primary Division): 1. Assist in producing 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 platforms; 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 platforms 3. Diversify the learning materials in terms of multi-media	Sep 2023 – Aug 2024	Salary for a Teaching and Learning Assistant: $18,000 x 1.05 x 12 = $226,800	1. Number of learning materials and videos 2. Systematic e-learning platform maintained 3. 80% of 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 (School Librarian)

	Income
Projected Capacity Enhancement Grant received for the year 2023/24 Surplus of 2022/23 CEG carried forward Projected total CEG available for the year 2023/24	$1,122[1]x 970 = HKD1,088,340.00 HKD1,089,190.01 HKD2,177,530.01
	Expenditure
Projected use of Capacity Enhancement Grant for the year 2023/24	8 (Assistants) x $226,800 = HKD1,814,240.00
Surplus	HKD363,290.01