

**Hong Kong Baptist University Affiliated School
Wong Kam Fai Secondary and Primary School
Plan on Capacity Enhancement Grant (2024/25) (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 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 and LA activities 3. Manage subject equipment and materials	Sep 2024 – Aug 2025	Salary for a Chinese and LA Assistant: \$18,000 x 1.05 x 12 = \$226,800	1. The overall performance of the assistant is good in the appraisal 2. A majority of subject teachers were satisfied with the learning materials prepared 3. Quality support for the logistics of Chinese and LA activities 4. Inventory list updated and organized reference books 5. All Chinese and LA boards are decorated as per the schedule 6. Accurate input of data	1. Annual Performance Review 2. Teachers evaluation survey 3. Record of the inventory list 4. Learning materials record	Ms. Susan Yu (Chinese Panel Head) Mr. Ivan Law (LA 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 English and Third Language (Primary Division): <ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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 5. Update the inventory and bulletin boards and organize the manipulatives & reference books regularly 	Sep 2024 – Aug 2025	Salary for an English and Third Language Assistant: \$18,000 x 1.05 x 12 = \$226,800	<ol style="list-style-type: none"> 1. The overall performance of the assistant is good in the appraisal 2. A majority of Grades 1-2 students who have received support advance at least 10 levels of sight word reading in a year 3. A majority of English and third language teachers were satisfied with SA support in preparing learning materials 4. Formative Data records maintained for English, French, and German 5. All English and Third Language boards were decorated as per schedule, and Language Day was successfully organized 6. Inventory list updated, and reference books organized once a term 7. Accurate input of records of QCMs, team meetings 	<ol style="list-style-type: none"> 1. Annual Performance Review 2. Review of sight word record 3. Teachers' evaluation survey 4. Formative data records 5. Record of the inventory list 6. QCM 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 e-learning (Primary Division): <ol style="list-style-type: none"> Support for lesson activities Support for gifted and SEN students Assist in the assessment question bank Prepare for learning materials Assist in the learning environment and school-wide Math activities Check against the inventory Manage and keep inventory of digital devices in classrooms and campus 	Employ a Mathematics and E-learning 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 activities; organize Math inventory; manage and keep an inventory of school devices	<ol style="list-style-type: none"> Work with Subject teachers to assist and guide the students in experiments and lesson activities Support gifted and SEN students in class Work with teachers for assessment question bank Prepare learning materials Enrich the learning environment and help organize Math activities Update the inventory and bulletin boards and organize the manipulatives & reference books regularly 	Sep 2024 – Aug 2025	Salary for a Mathematics and e-learning Assistant: $\$18,000 \times 1.05 \times 12 = \$226,800$	<ol style="list-style-type: none"> The overall performance of the assistant is good in the appraisal A majority of subject teachers are satisfied with the classroom support Accurate input of assessment data in mark sheet; data analysis reports ready within 2 weeks after the assessment; question bank updated once a term A majority of subject teachers are satisfied with the learning materials prepared The inventory list is updated once a term Manipulatives and reference books organized every week Accurate input of records of QCMs, team meetings, devices inventory list 	<ol style="list-style-type: none"> Annual Performance Review Teachers' evaluation survey Generation of assessment question bank Record of the inventory list, including manipulatives and reference books Record of inventory list of school devices 	Ms. Debbi Wu (Mathematics Panel Head cum Head of E-Learning (Coordinator of PS))

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 STEAM and IS (Primary Division): <ol style="list-style-type: none"> Preparation and support for STEAM lessons and IS experiments Administrative support for STEAM and IS teams Prepare for learning materials for IS lessons Assist in the learning environment and school-wide IS activities Check against the inventory 	Employ an STEAM and IS Assistant to support STEAM / IS lessons, prepare and manage lesson materials, and collect lesson records	<ol style="list-style-type: none"> Provide classroom support in lower Grades STEAM lessons and IS lesson when having experiments Prepare STEAM and IS lesson materials and manage students' work Manage subject equipment and materials support STEAM and IS activities during recess time 	Sep 2024 – Aug 2025	Salary for an STEAM and IS Assistant: $\$18,000 \times 1.05 \times 12 = \$226,800$	<ol style="list-style-type: none"> The overall performance of the assistant is good in the appraisal A majority of STEAM and IS lesson materials are properly prepared A majority of STEAM and IS teachers are satisfied with the classroom support The STEAM and IS inventory list is updated once a term Photo and video records of STEAM and IS activities 	<ol style="list-style-type: none"> Annual Performance Review Teacher evaluation Record of STEAM and IS inventory list Photos and videos in STEAM and IS lessons 	Mr. William Luk (IT Panel Head and Head of STEAM Education) 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
Assist logistics of Office Operations (Primary Division): 1. Administrative support for admin work of General Office 2. Assist in organizing school events 3. Provide clerical support to teachers	Employ a Clerical Assistant to provide administrative support for a wide range of school administration work; prepare the logistic school events; assist in report generation	1. Support teachers and the General Office on various school projects 2. Reduce the administrative workload on organizing events	Sep 2024 – Aug 2025	Salary for a Clerical Assistant: $\$18,000 \times 1.05 \times 12 = \$226,800$	1. The overall performance of the clerical assistant is good in the appraisal	1. Annual Performance Review	Mr. Ernie Yau (Head of Office)
Support the Student Potential Development programs and activities 1. Administrative support for Student Potential Development 2. Prepare learning materials for students in need	Employ a 0.5 Assistant to provide support for preparing materials, support administrative work, support student programs and activities	1. Support the Potential Development Program 2. Teachers are to be relieved from administrative work, mainly on records and student databases 3. Support students' activities and one-on-one learning	Sep 2024 – Aug 2025	Salary for a Teaching and Learning Assistant: $\$18,000 \times 1.05 \times 6 = \$113,400$	1. The overall performance of the assistant is good in the appraisal 2. Most team teachers are satisfied with the program material supported 3. Systematic update of program records and student data	1. Annual Performance Review 2. Teacher's evaluation feedback 3. Submission of the program and student records	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
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 departments, including Student management support, Guidance, Student Advancement support, Home school liaison, SEN team, and Moral And Civic Ed team 2. Teachers are 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 2024 – Aug 2025	Salary for an SD Assistant: \$18,000 x 1.05 x 12 = \$226,800	1. The overall performance of the assistant is good in the appraisal 2. A majority of team heads are satisfied with the program material supported and prepared 3. Systematic update of SD programs record and student data	1. Annual Performance Review 2. Teacher's evaluation feedback 3. Submission of SD program and student records 4. Provision of SD statistical report	Ms Cho Siu Yee (Associate Vice Principal)

	Income
Projected Capacity Enhancement Grant received for the year 2024/25	\$1,175 ¹ x 972 = HKD 1,142,100.00
Surplus of 2023/24 CEG carried forward	HKD 918,904.02
Projected total CEG available for the year 2024/25	HKD 2,061,004.02
	Expenditure
Projected use of Capacity Enhancement Grant for the year 2024/25	6.5 (Assistants) x \$226,800 = HKD1,474,200.00
Surplus	HKD 586,804.02