

Hong Kong Baptist University Affiliated School
Wong Kam Fai Secondary and Primary School
Use of Capacity Enhancement Grant at Primary School (2016 / 17)

Task Area and concern	Implementation Plan	Benefits Anticipated	Implementat-ion Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Assist the development of Student Development (SD) programs and activities 1. Life Education curriculum 2. SD admin work 3. SD programs and activities	Employ a SD Assistant to provide support for preparing Life Education materials; support SD administrative work; support student programs and activities	1. Develop school-based Life Education curriculum and materials 2. Teachers to be relieved from SD admin works, mainly on records and student database 3. Support student development programs and activities	Sep 2016 – Aug 2017	Salary for SD Assistant: $\$11,000 \times 1.05 \times 12 =$ $\$138,600$	1. Production of Life Education curriculum and materials 2. Systematic update of SD programs record and student data	1. Internal and external review of Life Education curriculum 2. Submission of SD program and student records 3. Provision of SD statistical reports	Ms. Eva Pak (Head of Student Development)
Assist the development of Other Learning Experiences (OLE) 1. Database 2. Logistic support 3. Learning materials 4. Evaluation	Employ an OLE Assistant to provide support for the database of OLE, AOLE, excursions and scholarship programs; prepare learning materials and logistics of exchange and community service programs; help the evaluation process of OLEs	1. Update and maintain the database of OLE/AOLE lessons, excursions, scholarship programs and community service programs 2. Prepare the learning materials and logistics of the programs above 3. Facilitate the comprehensive evaluation of OLE	Sep 2016 – Aug 2017	Salary for OLE Assistant: $\$10,000 \times 1.05 \times 12 =$ $\$126,000$	1. An accurate and systematic database of all OLEs maintained 2. 80% OLE teachers satisfied with the learning materials and logistic support 3. Completion of a comprehensive review of OLE	1. Review of the accuracy of the OLE database 2. Teachers evaluation 3. Report of the comprehensive review of OLE	Mr. Tim Tsang and Ms. Melinda Wong (Co-Heads of Other Learning Experiences)

Task Area and concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Support & enhance students' learning in Information and Computer Literacy (ICL) 1. ICL lesson preparation 2. Administrative support 3. Individual student support	Employ an ICL Assistant to assist ICL teachers in preparing ICL lessons; provide administrative support; provide individual support during Grades 1-2 ICL lessons	1. Provide device/ technical set up for ICL lessons to maximize the learning time in ICL lessons 2. Support in devices, software, account and inventory management 3. Provide classroom supports for Grades 1-2 students during ICL lessons	Sep 2016 – Aug 2017	Salary for ICL Assistant: $\$11,000 \times 1.05 \times 12 = \$138,600$	1. 100% ICL lessons properly set up 2. Devices, software, account and inventory are updated once a term 3. 100% ICL teachers satisfied with the classroom support given by the ICL Assistant	1. Teachers' evaluation 2. Record of devices, software, account and inventory	Mr. William Luk (STEM Coordinator cum ICL Subject Coordinator)
Support & enhance students' learning in English: 1. Learning materials and learning environment 2. One-on-one reading support 3. Formative assessment	Employ an English Assistant to prepare learning materials and enrich physical environment for learning; assist individual students in reading and writing; facilitate school-wide English activity; 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 English Month and enrich learning environment 4. Update and maintain the formative assessment database	Sep 2016 – Aug 2017	Salary for English Assistant: $\$12,000 \times 1.05 \times 12 = \$151,200$	1. 90% Grades 1-2 students who have received support advance at least 10 levels of sight words reading in a year 2. Production of the whole set of Grade 3 grammar worksheets 3. 90% Eng teachers satisfied with SA support in preparing learning materials 4. All English boards decorated as per schedule and English Month successfully organized	1. Review of sight words record 2. Collection and analysis of the Grade 3 grammar worksheets 3. Teachers' evaluation	Ms. Winnie Pradhan (English Subject Coordinator)

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: <ol style="list-style-type: none"> IT in learning and teaching School-based curriculum development 	Employ a Chinese Assistant to provide IT support for learning and teaching; prepare Grades 2-6 school-based learning materials	<ol style="list-style-type: none"> Provide device/technical set up for Chi lessons for e-pedagogies Improve the school-based curriculum at Grades 2-6 	Sep 2016 - Aug 2017	Salary for Chinese Assistant: \$12,000 x 1.05 x 12 = \$151,200	<ol style="list-style-type: none"> 80% Chi teachers are satisfied with the e-learning support 20% usage of IT software/program in learning and teaching Production of Grades 2-6 learning materials 	<ol style="list-style-type: none"> Teachers evaluation E-learning specified in unit plan Collection and review of Grades 2-6 learning materials 	Ms. Cherry Li (Chinese Subject Coordinator)
Support and enhance students' learning in Mathematics: <ol style="list-style-type: none"> Support for gifted and SEN students Assessment question bank and AQP analysis Learning materials, learning environment and school-wide Math activity Inventory 	Employ a Mathematics Assistant to support gifted and SEN students; assist teachers in building assessment question bank; prepare learning materials; enrich learning environment and help organize Math Month; organize math inventory	<ol style="list-style-type: none"> Support gifted and SEN students in class Work with teachers for assessment question bank and AQP Prepare learning materials Enrich learning environment and help organize Math Month Update the inventory and organize the manipulatives & reference books regularly 	Sep 2016 – Aug 2017	Salary for Mathematics Assistant: \$12,000 x 1.05 x 12 = \$151,200	<ol style="list-style-type: none"> 80% Math teachers satisfied with the classroom support Accurate input of assessment data in AQP; data analysis reports ready within 2 weeks after assessment; question bank updated once a term 80% Math teachers satisfied with the learning materials prepared Inventory list updated once a term Manipulatives and reference books organized every week 	<ol style="list-style-type: none"> Teachers evaluation Generation of AQP reports and assessment question bank Record of inventory list including manipulatives and reference books 	Ms. Jackie Chong (Curriculum Development Officer cum Mathematics Subject Coordinator)

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 Integrated Science (IS) : 1. Support for experiments 2. Learning materials 3. Resources management	Employ an IS Assistant to support students in lessons, particularly for experiment; prepare learning materials; and assist teachers in managing the laboratory	1. Work with IS teachers to assist and guide the students for experiment 2. Prepare high quality learning materials 3. Manage the teaching resources and IS Lab properly	Sep 2016 – Aug 2017	Salary for IS Assistant: \$10,000 x 1.05 x 12 = \$126,000	1. 100% IS lessons with experiment supported appropriately 2. 80% IS teachers satisfied with the materials prepared 3. Inventory list updated once a term	1. Teachers evaluation once a term 2. Record of inventory list	Mr. Kelvin Lee (Prefect of Studies cum Integrated Science Subject Coordinator)
Develop STEM and enhance e-learning support : 1. STEM education 2. eLearning	Employ a STEM/ eLearning Assistant to prepare STEM lesson materials; provide individual support at Grades 1-2 STEM classes; provide all teachers with support in eLearning activities; maintain a record of eLearning activities; manage & explore eLearning devices	1. Prepare STEM lesson materials 2. Provide classroom supports for Grades 1-2 STEM lessons 3. Support eLearning activities 4. Understanding the pattern of eLearning practices 5. Support the development of eLearning practices	Oct 2016 - Aug 2017	Salary for STEM & e-learning Assistant: \$11,000 x 1.05 x 11 = \$127,050	1. 100% STEM lessons materials properly prepared 2. 80% STEM teachers satisfied with the STEM & eLearning classroom support 3. Systematic documentation of E-learning activities 4. All eLearning devices properly managed	1. Analysis of STEM materials 2. Teachers evaluation 3. eLearning practices records 4. Record of inventory list including hardware and software	Mr. William Luk (STEM Coordinator cum ICL Subject Coordinator)
Support and enhance reading : 1. Reading in KLAs 2. School-wide reading environment 3. E-reading log	Employ a Reading & Learning Support Assistant to collaborate with KLAs for promoting reading; organize primary school and through-train literacy activities; pilot electronic reading log	1. Provide support in reading in KLAs 2. Enrich the reading atmosphere by organizing PS and through-train reading activities 3. Establish e-reading log	Oct 2016 - Aug 2017	Salary for Reading & Learning Support Assistant: \$12,000 x 1.05 x 12 = \$138,600	1. 80% teachers satisfied with the reading support 2. At least 5 primary school events and 1 through-train event organized to promote reading 3. Completion of the e-reading log pilot	1. Teachers evaluation 2. Evaluation of the reading activities 3. Analysis of the e-reading log	Karen Kong (Librarian)

	Expenditure
Projected Capacity Enhancement Grant available for the year 2016/17 (2015/16 was \$917,218)	HKD937,800 ¹
Surplus of 2015/16 CEG carried forward	HKD333,705
Projected total CEG available for the year 2016/17	HKD1,271,505
Total budget for Capacity Enhancement Grant in 2016/17	HKD1,248,450
Surplus	HKD23,055

Remark: 1. An amount of HKD1042 per each primary school student is projected by the government in 2016/2017 school year in accordance with the EDB circular EDB(SA)/F&A/65/02/1(15). The total amount is calculated on the basis of 900 students.