

Hong Kong Baptist University Affiliated School  
Wong Kam Fai Secondary and Primary School  
Capacity Enhancement Grant at Primary School (2017/18)

Task Area and concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Assist the development of <b>Student Development (SD)</b> 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 2017 – Aug 2018	Salary for SD Assistant: $\$13,000 \times 1.05 \times 12 = \$163,800$	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. SY Cho (Head of Student Development)
Assist the development of <b>Other Learning Experiences (OLE)</b> 1. Database 2. Logistic support 3. Learning materials 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 2017 – Aug 2018	Salary for OLE Assistant: $\$13,000 \times 1.05 \times 12 = \$163,800$	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)

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Support & enhance students' learning in <b>STEAM and Science</b> 1. Preparation and support for STEAM and Science lessons 2. Administrative support for STEAM and Science Departments	Employ an STREAM/IS Assistant to support students in lessons, particularly for experiment; prepare lesson materials; and assist teachers in managing the laboratory	1. Provide classroom supports for STEAM & IS 2. Prepare high quality learning materials and manage students' works 3. Manage the teaching resources and IS Lab properly 4. Prepare STEAM lesson materials	Sep 2017 – Aug 2018	Salary for STEAM/IS Assistant: \$13,000 x 1.05 x 12 = \$163,800	1. 100% IS lessons with experiment supported appropriately 2. 80% IS teachers satisfied with the materials prepared 3. IS inventory list updated once a term 4. 100% STEAM lessons materials are properly prepared 5. 80% STEM teachers satisfied with the classroom support 6. STEAM inventory list updated once a term	1. Teachers evaluation 2. Record of inventory list	Mr. William Luk (STEAM Subject Panel Head); Mr. Kelvin Lee (Science Subject Panel Head)
Support & enhance students' learning in <b>English:</b> 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 2017 – Aug 2018	Salary for English Assistant: \$13,000 x 1.05 x 12 = \$163,800	1. 90% Grades 1-2 students who have received support advance at least 10 levels of sight words reading in a year 2. 90% Eng teachers satisfied with SA support in preparing learning materials 3. 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 Panel Head)
Support and enhance students' learning in <b>Chinese:</b> 1. Learning materials and learning environment	Employ a Chinese Assistant to prepare learning materials and enrich physical environment for learning; assist individual	1. Provide device/technical set up for Chi lessons for e-pedagogies 2. Improve the school-based curriculum.	Sep 2017 – Aug 2018	Salary for Chinese Assistant: \$13,000 x 1.05 x 12 = \$163,800	1. Establishment of parent-child reading scheme (values education) 2. 80% Chi teachers satisfied with the e-learning support	1. Completion and review of learning materials 2. Teachers evaluation 3. E-learning specified in unit	Ms. KK Lee (Chinese Subject Panel Head)

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2. School-based curriculum. 3. Development IT in learning and teaching.	students in reading and writing (if necessary); facilitate school-wide Chinese activity; manage assessment data				3. 80% Chi teachers satisfied with the school based learning materials	plan	
Support and enhance students' learning in <b>Mathematics:</b> 1. Support for gifted and SEN students 2. Assessment question bank and AQP analysis 3. Learning materials, learning environment and school-wide Math activity 4. 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	1. Support gifted and SEN students in class 2. Work with teachers for assessment question bank and AQP 3. Prepare learning materials 4. Enrich learning environment and help organize Math Month 5. Update the inventory and organize the manipulatives & reference books regularly	Sep 2017 – Aug 2018	Salary for Mathematics Assistant: $\$13,000 \times 1.05 \times 12 = \$163,800$	1. 80% Math teachers satisfied with the classroom support 2. Accurate input of assessment data in AQP; data analysis reports ready within 2 weeks after assessment; question bank updated once a term 3. 80% Math teachers satisfied with the learning materials prepared 4. Inventory list updated once a term 5. Manipulatives and reference books organized every week	1. Teachers evaluation 2. Generation of AQP reports and assessment question bank 3. Record of inventory list including manipulatives and reference books	Mr. Sam Lam (Mathematics Subject Panel Head)

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Support and enhance students' learning in e-learning and STEAM (coding): 1. Administrative support for eLearning 2. Preparation and support for STEAM (coding) activities	Employ an e-learning/ STEAM (coding) Assistant to provide all teachers with support in e-learning activities; maintain a record of eLearning activities; manage & explore e-learning devices and resource; develop school-based e-learning and coding practices	1. Support e-learning activities 2. Properly manage e-learning devices and resources 3. Support the development of e-learning practices 4. Prepare learning environment for coding activities	Sep 2017 – Aug 2018	Salary for e-learning/ STEAM (coding) Assistant: $\$13,000 \times 1.05 \times 12 = \$163,800$	1. 80% teachers satisfied with the e-learning classroom support 2. Systematic documentation of e-learning activities 3. All e-learning devices properly managed 4. 80% STEAM teachers satisfied with the learning environment preparation 5. STEAM inventory list updated once a term	1. Teachers evaluation 2. E-learning practices records 3. Record of inventory list including hardware and software	Mr. William Luk (STEAM Subject Panel Head)

	Expenditure
Projected Capacity Enhancement Grant available for the year 2017/18 (2016/17 was HKD937,800)	HKD968,985 <sup>1</sup>
Surplus of 2016/17 CEG carried forward	HKD176,952
Projected total CEG available for the year 2017/18	HKD1,145,937
Total budget for Capacity Enhancement Grant in 2017/18	HKD1,146,600
Deficit	HKD663

Remark: 1. An amount of HKD1,059 per primary school student is granted by the government in 2017/2018 school year in accordance with the EDB circular EDB(SA)/F&A/65/02/1(16). The total amount is calculated on the basis of 915 students, ie the projection made in the 2017-2018 budget preparation.

Prepared by: Patrick Lam, Head of Primary School

Endorsed by

Dr. Benjamin Chan, School Principal

Date

10/10/2017

Approved by

Prof. Frank Fu, School Supervisor

Date

10/10/2017