

Hong Kong Baptist University Affiliated School
Wong Kam Fai Secondary and Primary School
Capacity Enhancement Grant at Primary School (2018/19)

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. 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 2018 – Aug 2019	Salary for SD Assistant: \$14,000 x 1.05 x 12 =\$176,400	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)
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 to assist individual students in reading and writing; facilitate school-wide English activity; 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 English Week and enrich learning environment 4. Update and maintain the formative assessment database	Sep 2018 – Aug 2019	Salary for English Assistant: \$14,000 x 1.05 x 12 =\$176,400	1. 90% Grades 1-2 students who have received support advance at least 10 levels of sight words reading in a year 2. 90% English teachers satisfied with SA support in preparing learning materials 3. All English boards decorated as per schedule and English Week successfully organized 4. Formative Data records maintained	1. Review of sight words record 2. Teachers' evaluation survey 3. Formative data records	Ms. Winnie Pradhan (Chief Curriculum Officer cum English Panel Head)

Task Area and concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Support & enhance students' learning in STEAM 1. Preparation and support for STEAM lessons 2. Administrative support for STEAM teams	Employ an STEAM Assistant to support students in lower grades STEAM lessons, prepare experiment; prepare lesson materials.	1. Provide classroom supports for lower Grades STEAM lessons 2. Prepare STEAM lesson materials and manage students' works 3. Prepare STEAM lesson materials	Sep 2018 – Aug 2019	Salary for STEAM Assistant: \$14,000 x 1.05 x 12 = \$176,400	1. 80% STEAM lessons materials are properly prepared 2. 80% STEAM teachers satisfied with the classroom support 3. STEAM inventory list updated once a term	1. Teachers evaluation 2. Record of STEAM inventory list 3. Record of inventory list	Mr. William Luk (IT Panel Head and Head of STEAM Education)
Support & enhance students' learning in eLearning 1. Preparation and support for eLearning activities 2. Administrative support for eLearning teams	Employ an eLearning Assistant to provide all teachers with support in eLearning activities; prepare lesson materials, maintain a record of eLearning activities; manage & explore eLearning devices and resource; develop school-based eLearning practices	1. Support eLearning activities 2. Properly manage eLearning devices and resources 3. Support the development of eLearning practices	Sep 2018 – Aug 2019	Salary for eLearning Assistant: \$14,000 x 1.05 x 12 = \$176,400	1. 80% teachers satisfied with the eLearning classroom support 2. Systematic documentation of eLearning activities 3. All eLearning devices properly managed	1. Teachers evaluation 2. eLearning practices records 3. Record of inventory list including hardware and software	Mr. William Luk (IT Panel Head and Head of STEAM Education)

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 + IS: <ol style="list-style-type: none"> 1. Support for experiments 2. Support for gifted and SEN students 3. Assessment question bank and AQP analysis 4. Learning materials 5. Learning environment and school-wide Math and IS activities 6. 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"> 1. Work with Subject teachers to assist and guide the students for experiments 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 and IS activities 6. Update the inventory and organize the manipulatives & reference books regularly 	Sep 2018 – Aug 2019	Salary for Mathematics + IS Assistant: $\$14,000 \times 1.05 \times 12 = \$176,400$	<ol style="list-style-type: none"> 1. 100% lessons with experiment supported appropriately. 2. 80% subject teachers satisfied with the classroom support 3. Accurate input of assessment data in AQP; data analysis reports ready within 2 weeks after assessment; question bank updated once a term 4. 80% subject teachers satisfied with the learning materials prepared 5. Inventory list updated once a term 6. Manipulatives and reference books organized every week 	<ol style="list-style-type: none"> 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); Ms. Anna Chim (Integrated Science Coordinator)
Assist the development of Other Learning Experiences (OLE) <ol style="list-style-type: none"> 1. Database 2. Logistic support 3. Learning materials 4. Evaluation 5. Take minutes in OLE meetings 	Employ an OLE Assistant to provide support for the database of OLE, AOLE, excursions and scholarship programs; prepare learning materials and logistics of exchange programs; help the evaluation process of OLEs	<ol style="list-style-type: none"> 1. Update and maintain the database of OLE/AOLE lessons, excursions, scholarship programs 2. Prepare the learning materials and logistics of the programs above 3. Facilitate the comprehensive evaluation of OLE 	Sep 2018 – Aug 2019	Salary for OLE Assistant: $\$14,000 \times 1.05 \times 12 = \$176,400$	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. Review of the accuracy of the OLE database 2. Teachers evaluation 3. Report of the comprehensive review of OLE 	Mr. Tim Tsang (Head of Other Learning Experiences and PE Panel Head)

Task Area and concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Support and enhance Religious Education in A-School: 1. Preaching the Gospel of Jesus Christ 2. Enhancing the loving Christian atmosphere 3. Cultivating spiritual lives	Employ a Religious Education Assistant to support planning and teaching OLEs (Bible Stories, Boys' Brigade G3-4 & G5-4 Christian Fellowships); lunch gathering with Christian Disciples; Bible sharing with students at recess; planning and implementing Christmas and Easter activities; school decoration; clerical support (e.g. filing teaching materials)	1. More students get to know the Gospel 2. More students accept Jesus Christ as their Saviour 3. Students lead more fruitful spiritual lives	Sep 2018 – Aug 2019	Salary for Part-time Religious Education Assistant: \$7,000 x 1.05 x 12 = \$88,200	1. 100% of students are exposed to the Gospel 2. 90% of Christianity Development team members satisfied with the assistant's support 3. All decorations are updated regularly	1. Teachers' feedback and evaluation 2. Students' feedback and evaluation	Mr. Rudolf Tsang

	Expenditure
Projected Capacity Enhancement Grant received for the year 2018/19 (2017/18) was HKD967,971.00)	HKD987,768.00 ¹
Surplus of 2017/18 CEG carried forward	HKD333,799.16
Projected total CEG available for the year 2018/19	HKD1,321,567.16
Total budget for Capacity Enhancement Grant in 2018/19	(HKD1,146,600.00)
Surplus	HKD174,967.16

Remark: 1. An amount of HKD1,076 per primary school student is granted by the government in 2018/19 school year in accordance with the EDB circular EDB(SA)/F&A/65/02/1(17). The total amount is calculated on the basis of 918 students, ie the projection made in the 2018/19 budget preparation.