

**Hong Kong Baptist University Affiliated School
Wong Kam Fai Secondary and Primary School
Plan on Capacity Enhancement Grant (2020/21) (Primary Division)**

Task Area and concern	Implementation Plan	Benefits Anticipated	Implementat-ion Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Support and enhance students' learning in English (Primary Division): 1. Prepare for learning materials and learning environment 2. Support for one-on-one reading support 3. Assist in 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 activities; 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 2020 – Aug 2021	Salary for an English Assistant: \$15,000 x 1.05 x 12 = \$189,000	1. A majority of Grades 1-2 students who have received support advance at least 10 levels of sight words reading in a year 2. New novel study pack will be prepared for G2. 3. A majority of English teachers satisfied with SA support in preparing learning materials 4. All English boards decorated as per schedule and English Week successfully organized 5. Formative Data records maintained 6. Cursive writing packs will be prepared for G2 and G3 (new students)	1. Review of sight words record 2. Ready for G2 novel study pack 3. Teachers' evaluation survey 4. Formative data records 5. Cursive writing packs will be ready for G2 and new G3 students	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 and enhance students' learning in Mathematics (Primary Division): <ol style="list-style-type: none"> 1. Support for experiments 2. Support for gifted and SEN students 3. Assist in assessment question bank and AQP analysis 4. Prepare for learning materials 5. Assist in learning environment and school-wide Math activities 6. Check against the inventory 	Employ a Mathematics Assistant to support students in lessons, particularly for experiments; support gifted and SEN students; assist teachers in building assessment question bank; prepare learning materials; enrich learning environment and help organize Math activities; 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 activities 6. Update the inventory and organize the manipulatives & reference books regularly 	Sep 2020 – Aug 2021	Salary for a Mathematics Assistant: \$15,000 x 1.05 x 12 = \$189,000	<ol style="list-style-type: none"> 1. A majority of lessons with experiment supported appropriately. 2. A majority of 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. A majority of 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 survey 2. Generation of AQP reports and assessment question bank 3. Record of inventory list including manipulatives and reference books 	Ms. Debbi Wu (Mathematics Panel Head)

Task Area and concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
<p>Enhancement of OLE Development (Primary Division):</p> <ol style="list-style-type: none"> 1. Provide general support for the implementation of OLE programmes 2. Prepare for learning materials and logistic support of OLEs and AOLES 3. Assist in comprehensive evaluation of OLEs and AOLES 	<p>Employ an OLE assistant to support for the database of OLEs and AOLES; prepare learning materials and the logistics of OLEs and AOLES; assist in evaluation</p>	<ol style="list-style-type: none"> 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 2020 – Aug 2021	<p>Salary for an OLE Assistant: \$15,000 x 1.05 x 12 = \$189,000</p>	<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 survey 3. Report of the comprehensive review of OLE 	Ms. Cora Li (Coordinator of OLE)
<p>Assist logistics of school projects (Primary Division):</p> <ol style="list-style-type: none"> 1. Foster students' whole-person development via a wide range of school projects. 2. Prepare the necessary report in accordance with the specific guidelines 	<p>Employ a 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</p>	<ol style="list-style-type: none"> 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 2020 – Aug 2021	<p>Salary for a school projects Assistant: \$15,000 x 1.05 x 12 = \$189,000</p>	<ol style="list-style-type: none"> 1. Fulfillment of the project's implementation timeline and requirements 2. Submission of progress and final report by specific timelines 	<ol style="list-style-type: none"> 1. Internal and external review of school projects 2. Generation of progress and final report 	Ms. Ann Yeung (Head of PS Office)

Task Area and concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Support and enhance Library Operation and reading programmes (Primary Division): <ol style="list-style-type: none"> Support for the library operation of Primary Division Develop the students' reading habit Promote the reading atmosphere 	Employ a Library Assistant to provide general support for the daily operation of the library of Primary Division and Junior Reading Center; support reading programmes and activities	<ol style="list-style-type: none"> Provide administrative support to library operation of Primary Division Cultivate students' reading habit by assist in developing school-based reading programmes Enrich the reading atmosphere by organizing reading activities 	Sep 2020 – Aug 2021	Salary for a Library Assistant: \$15,000 x 1.05 x 12 =\$189,000	<ol style="list-style-type: none"> Number of books borrowed Number of students joining the schemes/ activities A majority of participants are satisfied with the reading programmes and activities held 	<ol style="list-style-type: none"> Book loan record Activity participation record Students' evaluation survey 	Ms. Elva Yeung (Teacher Librarian)
Support and enhance Teaching and Learning (Primary Division): <ol style="list-style-type: none"> Assist in the production of learning packs Maintain e-learning platform 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 platform; make use of multi-media to enrich learning packs and teaching materials	<ol style="list-style-type: none"> Enrich the learning materials and e-learning platform Reduce the administrative workload of teachers in preparation of learning materials and e-learning platform Diversify the learning materials in term of multi-media 	Sep 2020 – Aug 2021	Salary for a Teaching and Learning Assistant: \$15,000 x 1.05 x 12 =\$189,000	<ol style="list-style-type: none"> Number of learning materials and videos Systematic e-learning platform maintained 80% teachers satisfied with the learning materials 	<ol style="list-style-type: none"> Learning materials record Maintenance of e-learning platform Teachers' evaluation survey 	Ms. Kelvin Lee (Assistant Principal (Academic Affairs, Primary Division))

	Expenditure
Projected Capacity Enhancement Grant received for the year 2020/21 (2019/20 was HKD1,068,396.00 ¹)	*\$1,106x 952 = HKD1,052,912 ¹
Surplus of 2019/20 CEG carried forward	*HKD482,000
Projected total CEG available for the year 2020/21	*HKD1,534,912
Total budget for Capacity Enhancement Grant in 2019/20	6 SAs (HKD1,134,000)
Surplus	HKD400,912

Remark: 1. An amount of HKD1,106 per primary school student is granted by the government in 2020/21 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 952 students, ie the projection made in the 2020/21 budget preparation.