

**Hong Kong Baptist University Affiliated School
Wong Kam Fai Secondary and Primary School**

Plan on Use of Capacity Enhancement Grant at Secondary School (2017/18)

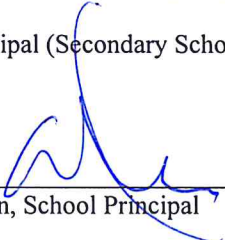
	Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
1	Enhancement of OLE Development (Secondary Division)	Providing a variety of OLE programs for students to enhance their whole-person development and realize their potentials	To employ an OLE Assistant to provide general support for the implementation of OLE programs	To reduce the administrative workload of teachers in the OLE Team and others in charge of clubs and societies so that they could be more focused on planning and monitoring the OLE programs as well as daily teaching	From September 2017 to August 2018	Salary of OLE Assistant: \$150,000 plus \$7,500 (5%MPF) = \$157,500	<ul style="list-style-type: none"> Number of students joining the activities A majority of participants are satisfied with the activities held 	<ul style="list-style-type: none"> Attendance record Evaluation survey among students 	Mr. Kidd Lee (Head of OLE and ECA)
2	Enhancement of Library and Reading Developments (Secondary Division)	Developing students' reading habit and further promoting the reading atmosphere	To employ a Library Assistant to provide general support for the daily operation of the school library and other reading centers and the implementation of reading schemes and activities	To reduce the administrative workload of teacher librarian and other teachers in the Reading Team so that they could be more focused on planning and monitoring the reading programs as well as daily teaching	From September 2017 to August 2018	Salary of Library Assistant: \$150,000 plus \$7,500 (5%MPF) = \$157,500	<ul style="list-style-type: none"> Number of books borrowed Number of students joining the schemes/ activities A majority of participants are satisfied with the activities held 	<ul style="list-style-type: none"> Book loan record Activity participation record Evaluation survey among students 	Mr. Sidney Lui (School Librarian)
3	Enhancement of Teaching Effectiveness in Personal, Social and Humanities Education (PSHE) Key Learning Area (Secondary Division)	Developing students' knowledge, skills and interest in learning the PSHE subjects	Recruit a PSHE Assistant to provide general support for the implementation of the PSHE curriculum and related learning activities	To reduce the administrative workload of PSHE teachers so that they could be more focused on teaching and after-class support	From September 2017 to August 2018	Salary of PSHE Assistant: \$150,000 plus \$7,500 (5%MPF) = \$157,500	<ul style="list-style-type: none"> Students' academic performance in PSHE subjects Students' participation in Humanities Week and other PSHE activities 	<ul style="list-style-type: none"> Students' assessment performance Activity participation record 	Ms. Grace Chan (Head of Humanities)

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4	Enhancement of IT in Education and STEAM Education (Secondary Division)	Enhancing students' learning effectiveness with IT application, and developing their interest and knowledge across STEAM subjects	Recruit an ITE & STEAM Assistant to provide general support for the implementation of eLearning and STEAM education	To reduce the administrative workload of teachers in the eLearning Team or STEAM Team as well as all other teachers using IT in teaching so that they could be more focused on teaching and promoting eLearning or STEAM	From September 2017 to August 2018	Salary of ITE and STEAM Assistant: \$150,000 plus \$7,500 (5%MPF) = \$157,500	<ul style="list-style-type: none"> Number of teachers using IT in teaching A majority of students/teachers are satisfied with the promotion of eLearning/STEAM at school 	<ul style="list-style-type: none"> IT equipment loan record Evaluation survey among students/teachers 	Ms. Claudia Liu (Assistant Principal (AA))

	Income	Expenditure
Capacity Enhancement Grant available for the year 2017/18	\$677 x 909 = \$615,393	
Employment of assistants in different areas		\$157,500 x 4 = \$630,000
Surplus / (Deficit)		(\$14,607)

Prepared by: Eric Lo, Deputy Principal (Secondary School)

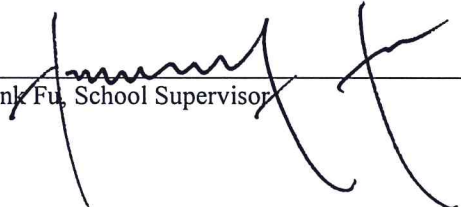
Endorsed by


Dr. Benjamin Chan, School Principal

Date

10/10/2017

Approved by


Prof. Frank Fu, School Supervisor

Date

10/10/2017