

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

Plan on Use of Capacity Enhancement Grant (2019/20) (Secondary Division)

	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(s)-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 2019 to August 2020	Salary of OLE Assistant: \$180,000 plus \$9,000 (5%MPF) = \$189,000 (full-time)	<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 Operation and Reading Atmosphere (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 2019 to August 2020	Salary of Library Assistant: \$168,000 plus \$8,400 (5%MPF) = \$176,400 (full-time)	<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. Daniel Wong (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 2019 to August 2020	Salary of PSHE Assistant: \$168,000 plus \$8,400 (5%MPF) = \$176,400 (full-time)	<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)

4	Enhancement of Aesthetic Education (Secondary Division)	Providing a variety of programs for students to enhance their knowledge, skills and interest in music and visual arts, and realize their potentials	To employ an Aesthetic Education Assistant to provide general support for the implementation of aesthetic education programs	To reduce the administrative workload of Music and VA teachers so that they could be more focused on planning and monitoring the aesthetic education programs as well as daily teaching	From September 2019 to August 2020	Salary of Aesthetic Education Assistant: \$84,000 plus \$4,200 (5%MPF) = \$88,200 (part-time)	<ul style="list-style-type: none"> • Students' performance in Music and VA • Students' participation in related activities 	<ul style="list-style-type: none"> • Students' assessment performance • Activity participation record 	Ms. Joyce Lau (Music Panel Head), Mr. Akai Law (VA Panel Head)
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	Amount
Capacity Enhancement Grant available for the year 2019/20	\$715 x 886 = \$633,490
Less: Costs of employment of assistants in different areas in 2019/20	630,000
Surplus / (Deficit) as at the end of 2019/20	3,490