Hong Kong Baptist University Affiliated School
Wong Kam Fai Secondary and Primary School
Plan on Capacity Enhancement Grant (2026/27) (Primary Division)

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 **Chinese and Humanities** (Primary Division): 1. Prepare learning materials and the learning environment 2. Provide support for school-wide Chinese and Humanities activities 3. Administrative support for the Chinese and Humanities team	Employ a Chinese and Humanities Assistant to prepare learning materials and enrich the learning environment; provide support for school-wide Chinese and Humanities activities; give administrative support to the Chinese and Humanities team	1. Prepare teaching aids and learning materials 2. Enrich the learning environment and help organizing Chinese and Humanities activities 3. Manage subject equipment and materials	Sep 2026 – Aug 2027	Salary for a Chinese and Humanities Assistant: $18,000 x 1.05 x 12 = $226,800	1. The overall performance of the assistant is good in the appraisal 2. A majority of subject teachers were satisfied with the learning materials prepared 3. Quality support for the logistics of Chinese and Humanities activities 4. Inventory list updated and organized reference books 5. All Chinese and Humanities boards are decorated as per the schedule 6. Accurate input of data	1. Annual Performance Review 2. Teachers evaluation survey 3. Record of the inventory list 4. Learning materials record	Ms. Susan Yu (Chinese Panel Head) Mr. Ivan Law (Humanities 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 **English and Modern Language** (Primary Division): 1. Prepare learning materials and the learning environment 2. One-on-one reading support 3. Assist in formative assessment data records	Employ an English and Modern Language Assistant to prepare learning materials and enrich the physical environment for learning, to assist individual students in reading and writing, to facilitate school-wide English and Modern language activities, and manage formative assessment data	1. Support students, especially during one-on-one sight word reading practice 2. Prepare teaching aids and learning materials 3. Help organize Language Day and English Week, and enrich the learning environment 4. Update and maintain the formative assessment database 5. Update the inventory and bulletin boards, and organise the manipulatives & reference books regularly	Sep 2026 – Aug 2027	Salary for an English and Modern Language Assistant: $18,000 x 1.05 x 12 = $226,800	1. The overall performance of the assistant is good in the appraisal 2. A majority of English and Modern language teachers were satisfied with the Assistant's support in preparing learning materials 3. Formative Data records are maintained for English, French, and German 4. All English and Modern Language boards were decorated as per schedule, and Language Day was successfully organized 5. Inventory list updated, and reference books organized once a term 6. Accurate input of records of QCMs, team meetings	1. Annual Performance Review 2. Teachers' evaluation survey 3. Formative data records 4. Record of the inventory list 5. QCM records	Ms. Annie Chan (English Panel Head) Mr. Spencer Tai (Modern Language Panel Head)

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Support and enhance students' learning in **Mathematics and e-learning** (Primary Division): 1. Support for lesson activities 2. Support for gifted and SEN students 3. Assist in the assessment question bank 4. Prepare for learning materials 5. Assist in the learning environment and school-wide Math activities 6. Check against the inventory 7. Manage and keep inventory of digital devices in classrooms and campus	Employ a Mathematics and E-learning Assistant to support students in lessons, particularly for lesson activities; support gifted and SEN students; assist teachers in building an assessment question bank; prepare learning materials; enrich the learning environment and help organize Math activities; organize Math inventory; manage and keep an inventory of school devices	1. Work with subject teachers to assist and guide the students in experiments and lesson activities 2. Support gifted and SEN students in class 3. Work with teachers for the assessment question bank 4. Prepare learning materials 5. Enrich the learning environment and help organize Math activities 6. Update the inventory and bulletin boards, and organize the manipulatives & reference books regularly	Sep 2026 – Aug 2027	Salary for a Mathematics and e-learning Assistant: $18,000 x 1.05 x 12 = $226,800	1. The overall performance of the assistant is good in the appraisal 2. Accurate input of assessment data in the mark sheet; data analysis reports ready within 2 weeks after the assessment; question bank updated once a term 3. A majority of subject teachers are satisfied with the learning materials prepared 4. The inventory list is updated once a term 5. Manipulatives and reference books organized every week 6. Accurate input of records of QCMs, team meetings, and device inventory list	1. Annual Performance Review 2. Teachers' evaluation survey 3. Generation of an assessment question bank 4. Record of the inventory list, including manipulatives and reference books 5. Record of the inventory list of school devices	Ms. Debbi Wu (Maths Panel Head cum Head of E-Learning (Coordinator of PS))

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 **STEAM and IS** (Primary Division): 1. Preparation and support for the STEAM and IS lessons' operation 2. Administrative support for STEAM and IS 3. Check against the inventory	Employ a STEAM and IS Assistant to support STEAM and IS lessons, prepare and manage lesson materials, and collect lesson records	1. Provide classroom support in lower-grade STEAM lessons. 2. Prepare STEAM and IS lesson materials and manage students' work 3. Manage subject equipment and materials 4. Support STEAM and IS activities during recess time	Sep 2026 – Aug 2027	Salary for a STEAM and Library Assistant: $18,000 x 1.05 x 12 = $226,800	1. The overall performance of the assistant is good in the appraisal 2. A majority of the STEAM and IS materials are properly prepared 3. A majority of STEAM and IS teachers are satisfied with the classroom support 4. The STEAM and IS inventory list is updated once a term 5. Photo and video records of STEAM and IS activities	1. Annual Performance Review 2. Teacher evaluation 3. Record of the STEAM and IS inventory list 4. Photos and videos in STEAM and IS lessons	Mr. William Luk (IT Panel Head and Head of STEAM Education) Mr. Kan Chan (IS Panel Head)
Assist with the logistics of **Office Operations** (Primary Division): 1. Administrative support for the administrative work of the General Office 2. Assist in organizing school events 3. Provide clerical support to teachers	Employ a Clerical Assistant to provide administrative support for a wide range of school administration work; prepare for the logistical school events; assist in report generation	1. Support teachers and the General Office on various school projects 2. Reduce the administrative workload of organizing events	Sep 2026 – Aug 2027	Salary for a Clerical Assistant: $18,000 x 1.05 x 12 = $226,800	1. The overall performance of the clerical assistant is good in the appraisal	1. Annual Performance Review	Mr. Ernie Yau (Head of Office)

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Support and enhance **Library and Home-school Operations** (Primary Division): 1. Administrative support for the administrative work of the library 2. Administrative support for the administrative work of the PEA and PTA programs 3. Assist in producing learning packs 4. Provide support in multimedia, such as video shooting and editing	Employ an Assistant to prepare learning materials; maintain a wide range of e-learning platforms; make use of multimedia to enrich learning packs and teaching materials	1. Enrich the learning materials and e-learning platform 2. Reduce the administrative workload of teachers in the preparation of learning materials and e-learning platforms 3. Diversify the learning materials in terms of multimedia 4. Reduce the administrative workload of organizing events	Sep 2026 – Aug 2027	Salary for an Assistant: $18,000 x 1.05 x 12 = $226,800	1. Number of learning materials and videos 2. Systematic e-learning platform maintained 3. 80% of teachers are satisfied with the learning materials	1. Learning materials 2. Record of e-learning platform 3. Teachers Evaluation survey	Ms. Chan Pui Yau (Vice Principal)

	Income
Projected Capacity Enhancement Grant received for the year 2025/26	$1,091x 980 = HKD 1,069,180.00
Surplus of 2025/26 CEG carried forward	HKD 470,772.24
Projected total CEG available for the year 2025/26	HKD 1,539,952.24
	Expenditure
Projected use of the Capacity Enhancement Grant for the year 2026/276	6 (Assistants) x $226,800 = HKD1,360,800.00
Surplus	HKD 179,152.24

Submitted by: Mr. Kelvin Lee

Senior Vice Principal (Primary Division)