**Hong Kong Baptist University Affiliated School**

**Wong Kam Fai Secondary and Primary School**

## PlanonUseofCapacityEnhancement Grant (2026/27) (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 2026 to August 2027 | Salary of OLE Assistant: $307,440 plus $15,372 (5%MPF) = $322,812 (full-time) | • Number of students joining the activities<br>• A majority of participants are satisfied with the activities held | • Attendance record<br>• 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 2026 to August 2027 | Salary of Library Assistant: $220,320 plus $11,016 (5%MPF) = $231,336 (full-time) | • Number of books borrowed<br>• Number of students joining the schemes/ activities<br>• A majority of participants are satisfied with the activities held | • Book loan record<br>• Activity participation record<br>• Evaluation survey among students | Mr. Daniel Wong (School Librarian) |

| | Amount |
|---|---|
| **Estimated Surplus as at 31 Aug 2026** | **($12,314.50)** |
| **Capacity Enhancement Grant available for the year 2026/27** | **$678 x 1076 = $729,528.00** |
| ***Less:* Costs of employment of assistants in different areas in 2026/27** | **$554,148.00** |
| **Surplus as at the end of 2026/27** | **$175,380.00** |

*Remark: Amounts to be reviewed (subject to the confirmation of the amount of the grant for the new school year by EDB)*

Submitted by: Mr. Sam Tang
Senior Vice Principal (Secondary Division)