

Po Leung Kuk Lo Kit Sing (1983) College

Plan on Use of Capacity Enhancement Grant (2020/2021)

(1)

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Curriculum development (ICT Support)	Assist the implementation of e-Learning	Employing one I.T. helper	Whole school sustains I.T. support and development	Whole year (1/9/20 – 31/8/21)	<ul style="list-style-type: none"> – \$23,000.00 (approx) x 12 months (+MPF) for one I.T. helper = \$289,800.00 (approx) Total: \$289,800.00 (approx.) 	<ul style="list-style-type: none"> – Quick response to emergency cases – More frequent adoption of e-Learning – Reduction of IT teacher manpower input 	<ul style="list-style-type: none"> – Evaluation by all staff – Inspection by Teacher i/c 	<ul style="list-style-type: none"> – Prefect of ICT Support (Mr. KWAN L. S.)

(2)

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Curriculum Development	<ul style="list-style-type: none"> – Relief teacher workload so that they can concentrate on enhancing the effectiveness of teaching and learning – Facilitate the implementation of School-based assessment (SBA) and Territory-wide system assessment (TSA) – Facilitate the implementation of using Putonghua as a medium of instruction in Chinese Language – Relief teacher workload so that they can concentrate on enhancing students' language proficiency and coping with the diverse learning needs of students 	Employing 0.6 T.A.	<ul style="list-style-type: none"> – Whole school (in curriculum development and in Teaching and Learning) – Relieving teachers' load in administrative work of TSA and SBA – Assisting English teachers to prepare teaching materials and teaching aids – Developing learning materials based on student needs for Chinese Language 	Whole year (1/9/20 – 31/8/21)	<ul style="list-style-type: none"> – \$13,000.00 (approx.) x 0.6 x 12 months (+MPF) for one TA leader = \$98,280.00 (approx) Total : \$98,280.00 (approx.) 	<ul style="list-style-type: none"> – At least 30 curriculum development materials typed by TAs per month. – Teacher Helpers relieve teachers' non-teaching duties. 	<ul style="list-style-type: none"> – Scrutiny of TAs request forms – Scrutiny of TAs log books – Scrutiny of TAs monthly reports – Questionnaire to solicit teachers' perception of space created. 	<ul style="list-style-type: none"> – Executive Secretary (Ms LAM M.Y.)

(3)

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
– Curriculum Development	<ul style="list-style-type: none"> – To relieve teachers' non-teaching duties (such as school-based activities and extra-curricular activities) so that they can concentrate on developing better teaching and learning – To relieve English teachers' workload so that they can facilitate the implementation of English curriculum 	– Employing 0.5 Project Organiser (P. O.) & 0.5 Activity Organiser (A. O.)	– Whole school sustains support and development in curriculum development and in Teaching and Learning)	Whole year (1/9/20 – 31/8/21)	P.O. : \$11,000 (approx.) x 12 month (+MPF) = \$ 138,600.00 (approx) A.O. : \$9,000 (approx.) x 12 month (+MPF) = \$ 113,400.00 (approx) Total : \$ 252,000.00 (approx.)	<ul style="list-style-type: none"> – At least 20 school-based activities / extra-curricular activities coordinated by P.O. – Smooth running of English-related activities 	<ul style="list-style-type: none"> – Evaluation by all staff – Count the number of school-based activities /extra-curricular activities coordinated by P.O.s – Inspection by Teacher i/c 	<ul style="list-style-type: none"> – English Department (Ms. CHEUNG S.Y.) – Executive Secretary (Ms. LAM M.Y.)

Total amount for this proposal: **HK\$630,000.00**

	Item 1	Item 2	Item 3	Total
Amount:	\$289,800.00	\$98,280.00	\$ 252,000.00	\$ 640,080.00

Principal: 
 Date: 12 AUG 2020

Balance B/F 2019/20 : \$ 0

Total estimated grant to be received from EDB for 2020/2021 : \$ 634,020.00

Total estimated expenditure 2020/2021 : \$ 640,080.00

Estimated deficit : \$ 6,060