

Law Ting Pong Secondary School - Plan on Use of Capacity Enhancement Grant in 2018/19 School Year

Our school has read and understands the ground rules and procedures in the utilization of Capacity Enhancement Grant (CEG). The following plan on the use of CEG is drawn up after full consultation of with major departments.

No. of operating classes: 30

Task Area	Area of Concern	Strategies / Tasks	Benefits Anticipated	Time Scale	Resource Required	Success Criteria	Method(s) of Evaluation	People Responsible
Teachers' capacity to carry out their professional duties, in and outside the school. so they can concentrate on developing their school-based curriculum and assessment; and provide intervention to better address learning needs of their students.	Enhance capacity for teachers to focus more on teaching and learning	<p>To employ two TA's to:</p> <ul style="list-style-type: none"> • provide teachers with administration support in competitions and big school events; • process pastoral and academic data for all facets; • assist in the supervision of students in the school and on school trips; • assist teachers in the supervision of events taking place on Saturdays. 	<p>Throughout the year, the two Teaching Assistants will:</p> <ul style="list-style-type: none"> • provide support to subject leaders in administration, pastoral data, academic matters, SEN academic arrangements and case referrals • help with the classroom preparation, displays, and purchase of teaching resources • support teachers in managing report cards and academic publications • assisted in the supervision of S.6 students taking practice tests on Saturdays • supervised students at break times and after school to complete their homework • provide personalized academic intervention to small groups of students lagging behind on an ongoing basis • support teachers in supervising SEN students during various subject field trips • provide academic support to SEN students who were exempted from swimming lessons • support teachers in preparing for PTA meeting agenda and minutes • assist teachers in liaising with parents to organize PTA activities • assisted various departments in entering students for various competitions • assist the English team so the English teachers can focus on fine-tuning their school-based curriculum and assessment and to implement reading programmes to further enhance the language proficiency of the new intake. 	From Mid-August 2018 to August 2019	Money for remuneration of two TA for 12 months (Salary (\$15,000), medical benefit (\$2,070) and MPF: Approximately \$382,140)	<ul style="list-style-type: none"> • For departments supported by the two TAs, teachers and HODs have more time on developing teaching strategies and better learning quality. • SEN students receive better academic and pastoral support and care throughout the year as a result of a referral system that the academic and pastoral teams have jointly developed • The number of teachers who need to work on Saturdays will be slightly reduced 	<ul style="list-style-type: none"> • Ongoing feedback from teachers and HODs about the various sorts of assistance provided by the teaching assistants • Ongoing feedback from school leaders' feedback about the quality of assistance provided by the teaching assistants in processing data for school development • Lesson observation notes • Work Logs and self evaluation reports by the two teaching assistants 	<ul style="list-style-type: none"> • Vice principals • Academic Leader for Learning Support • Heads of Departments

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Enhancement programmes from major subjects	The learner diversity in each class has been a growing concern among all the major departments. Teachers, did not have time to help those who are struggling academically .	To hire experienced external tutors and work collaboratively with them to provide enhancement programmes that arise from each core curriculum of the major subjects i.e. Chinese Language, English Language, Mathematics, Science, Liberal Studies and NSS electives.	<ul style="list-style-type: none"> • Students who are not able to catch up with the class are identified to receive timely and relevant academic support with the help of an external tutor • Teachers will be able to focus on the needs of the gifted students and those of the average ones • Both Teachers and students are better supported and students' needs are better addressed. 	October 2018 – May 2019	<ul style="list-style-type: none"> • Remuneration of external tutors for core subjects and science. • Average cost for each tutor:\$5,400 (\$300 x 1.5 hr. x 12 lessons) • No. of Tutors per subject: Chinese Language: 4 English Language: 1 Mathematics: 2 LS: 2 NSS Electives: 5 Total: 14 • Total expenditure: \$75,600 (\$5,400 x 14) 	<ul style="list-style-type: none"> • Students' feedback about each academic programme • Students' attendance record • Evaluation reports from HODs of the four core subjects 	Students' end of course evaluation HODs' proposals HODs' evaluation reports	Vice Principal (Academics) Academic leader Heads of Departments
Budget:								
Income: Surplus from 2017/18: \$0 2018-19 Estimated CEG grant: \$459,488 (\$692 x 664 students)				Expenditure: 1. Two Teaching Assistants (with medical scheme and MPF): \$382,140 2. Tutors for enhancement programmes for major subjects: \$75,600				
Estimated Total Income: \$\$459,488				Estimated Total Expenditure: \$457,740				
Estimated Balance:				\$1,748				