

Law Ting Pong Secondary School – Evaluation Report on Use of Capacity Enhancement Grant in 2018/19 School Year

Means by which teachers have been consulted: Annual plan proposed by subject departments and discussion with Heads of Departments

No. of operating classes: 30

Task Area	Area of Concern	Strategies / Tasks	Benefits Achieved	Budget used
To enhance teachers' capacity to carry out their professional duties, in and outside the school so they can concentrate on developing their curriculum and assessment; and provide intervention to better address learning needs of the students.	The school discontinued the appointment of TA's in 2009 resulting in teachers spending more time on admin duties than teaching as well as limiting our capacity to provide cover for long term professional development	Employed two Teaching Assistants to provide administration support for all Panels as well as assisted in the supervision of students in school and on school trips	<p>Throughout the year, the two Teaching Assistants:</p> <ul style="list-style-type: none"> provided tremendous support to both the academic and pastoral vice principals in management of teaching resources, displays, assessment data, internal examinations, reporting cards, pastoral data and student programmes, experiential learning activities, large-scaled school events, and PTA meeting agenda, meeting minutes as well as PTA activities, etc. <p><i>Remarks:</i></p> <ol style="list-style-type: none"> <i>Log books from the two TAs for duty records are available upon request.</i> 	<p>Remuneration of two TA for 12 months: \$310,720</p> <p>Medical scheme for TAs: \$4,140</p> <p>MPF for TAs: \$15,536</p> <p>TOTAL: \$330,396</p>

Task Area	Area of Concern	Strategies / Tasks	Benefits Achieved	Budget used
Hire tutors to Enhance teachers' capacity to help students improve academic performance in core subjects	<p>The learner diversity in each class has been an growing concern among all the major departments. Departments put their major emphasis on sharpening teachers' pedagogy to better address the issue.</p> <p>Teachers, however, had to look after far too many students who need support. This is out of their capacity if no extra resources are provided. Teachers, after school, in addition to attending pastoral and academic meetings, holding tutorial classes, taking charge of a CCA, setting formative and summative assessments, marking, organizing field trips, etc. did not have time to help those who are struggling academically.</p>	Hired five external tutors to provide enhancement programmes for core subjects, i.e. Chinese Language, English Language, Mathematics and Liberal Studies.	<p>The following departments organized enhancement programmes and reading programmes for students: Chinese Language, English Language, Mathematics, and Liberal Studies and in total five outside tutors were employed to run the academic programmes namely:</p> <p>Chinese Language: One Tutor Mathematics: Two tutors Liberal Studies: Two tutors</p> <p><i>Remark</i> <i>The CEG Proposals and Evaluation Report from each department is available upon request and can be accessed in the school's Resources Bank (R Drive).</i></p>	<ul style="list-style-type: none"> - Remuneration of one Chinese external tutor: \$11,730 - Remuneration of two Mathematics external tutor: \$10,800 - Remuneration of two LS external tutors: \$9,600 <p>TOTAL: \$32,130</p>

Financial Summary

CEG received on 2018.8.31 & 2018.10.31 (\$692 x 695 students)	\$480,940
Actual Expenditure	<u>(\$362,526)</u>
Surplus for the year	\$118,414
Surplus brought forward from previous year	\$0
Prior Year(s) Adjustment	\$0
(Deficit) to be transferred to Income and Expenditure Account	\$0
Surplus retained to be carried forward to next year	\$118,414