

Law Ting Pong Secondary School**Evaluation Report on Use of Capacity Enhancement Grant in 2019/20 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: 31

Task Area	Area of Concern	Strategies / Tasks	Benefits Achieved	Budget used
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.	Maximizing students' potential – cater for diversity	To employ two TA's to <ol style="list-style-type: none"> 1) provide teachers with administrative support in competitions and big school events and keeping necessary records; 2) process and prepare academic and pastoral data and student portfolios for all facets; 3) assist in the administration of internal exams and preparing report cards; 4) assist in the supervision of students in the school when extended learning programmes are being conducted; and on school trips; 	Throughout the year, the Teaching Assistants: <ul style="list-style-type: none"> • provided tremendous administrative support to the vice principal in management of teaching resources, displays, processing assessment data, preparation for meetings, arranging meetings with parents, teachers and students; processing academic data, assisting the exam team in the administration of internal and external exams, filing academic related documents and translating school documents, etc. • helped with the classroom preparation, displays, and purchase of resources. • supported teachers in managing and processing assessment data and managing report cards. • assisted in the supervision of S.6 students taking practice tests on Saturdays. • supported the PTA in preparing meeting agenda and minutes. • provided liaison between teachers and parents to organize PTA activities. • provided support to the school for experiential learning activities and large-scaled school events. 	Remuneration of TAs for 2019/20: \$374,330 Medical scheme for TAs: \$5,366.17 MPF for TAs: \$18,716.5 TOTAL for 2 TAs: \$398,412.67

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		5) assist teachers in the supervision of events taking place on Saturdays. 6) Support teachers in preparing for PTA activities	The Chinese language department organized Chinese writing workshops for students and in total two external tutors were employed to run pull out workshops parallel to lessons: <i>Remark</i> <i>The Proposal and Evaluation Report from Chinese language department are available upon request.</i>	Remuneration of two external tutors: \$10,200 TOTAL: \$10,200

Financial Summary

CEG received on 2019.8.31 & 2019.10.31 (<i>\$713 x 723 students</i>)	\$515,499
Actual Expenditure	<u>(\$408,612.67)</u>
Surplus for the year	\$106,886.33
Surplus brought forward from previous year	\$118,414
Prior Year(s) Adjustment	\$0
(Deficit) to be transferred to Income and Expenditure Account	\$0
Surplus retained to be carried forward to next year	\$225,300.33