

### Law Ting Pong Secondary School - Plan on Use of Capacity Enhancement Grant in 2020/21 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: 32

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.	Maximizing students potential – cater for diversity	To employ three TA's to  1) provide teachers with administration 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;	Throughout the year, the three Teaching Assistants will:  • 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	From September 2020 to August 2021	Money for remuneration of three TA for 12 months (Salary, medical scheme items, and MPF: Approximately <b>\$607,725</b>  Salary: \$571,500 (\$15,875 x 3 x 12)  Medical: \$7,650 (\$2,550 x 3)  MPF: \$28,575 (\$15,875 x 0.05 x 3 x 12)	For departments supported by the three TAs, school leaders, teachers and HODs have more time on developing teaching strategies and better learning quality.  School leaders can better support departments in their planning of curriculum, assessment and teaching.  The number of teachers who need to work on Saturdays will be significantly reduced	<ul style="list-style-type: none"> <li>• Ongoing feedback from teachers, HODs and Functional Heads about the various sorts of assistance provided by the teaching assistants</li> <li>• Ongoing feedback from school leaders' feedback about the quality of assistance provided by the teaching assistants in processing data for school development</li> <li>• Work Logs and self-evaluation reports by the two teaching assistants</li> </ul>	Vice principals  Academic Leaders and pastoral leaders

		3) assist in the administration of internal exams and preparing report cards;	<ul style="list-style-type: none"> <li>• supervised students at break times and after school to complete their homework</li> <li>• provide personalized academic intervention to small groups of students lagging behind on an ongoing basis</li> </ul>					
<b>Task Area</b>	<b>Area of Concern</b>	<b>Strategies / Tasks</b>	<b>Benefits Anticipated</b>	<b>Time Scale</b>	<b>Resource Required</b>	<b>Success Criteria</b>	<b>Method(s) of Evaluation</b>	<b>People Responsible</b>
<i>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</i>		4) assist in the supervision of students in the school when extended learning programmes are being conducted; and on school trips; 5) assist teachers in the supervision	<ul style="list-style-type: none"> <li>• support teachers in supervising SEN students during various subject field trips</li> <li>• provide academic support to SEN students who were exempted from swimming lessons</li> <li>• support teachers in preparing for PTA meeting agenda and minutes</li> <li>• assist teachers in liaising with parents to organize PTA activities</li> <li>• assisted various</li> </ul>					

<i>provide intervention to better address learning needs of their students (continued).</i>		on of events taking place on Saturdays. 6) Support teachers in preparing for PTA activities	departments in entering students for various competitions • assist the Sports team on organizing major sports events.					
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<b>Task Area</b>	<b>Area of Concern</b>	<b>Strategies / Tasks</b>	<b>Benefits Achieved</b>	<b>Time Scale</b>	<b>Resource Required</b>	<b>Success Criteria</b>	<b>Method(s) of Evaluation</b>	<b>People Responsible</b>
Hire tutors to enhance teachers' capacity to help students improve academic performance in core subjects	The learner diversity in each class has been a growing concern among all the major departments. Departments put their major emphasis on sharpening teachers' pedagogy to better address the issue.  Teachers, however, had to look after far too many students who need support. This is out of their capacity if no extra resources are	Hired four external tutors to provide enhancement programmes for core subjects, i.e. Chinese Language and Mathematics.	The following departments organized enhancement programmes and reading programmes for students: Chinese Language and Mathematics and in total four outside tutors were employed to run the academic programmes namely:  Chinese Language: Two Tutors Mathematics: Two tutors  <i>Remark</i> <i>The CEG Proposals and Evaluation Report from each department is available upon request and can be accessed</i>	From September 2020 to August 2021	Money for remuneration of four tutors approximately <b>\$20,000</b>  - Remuneration of two Chinese external tutors: \$15,000  - Remuneration of two Mathematics external tutor: \$5,000	The subject departments can better address the individual learning needs of some students in learning their subjects  HoDs of the subjects can better support departments in their planning of curriculum, assessment and teaching.  The workload of the subject	The CEG Evaluation Report from each department on the effectiveness of each programme	HoDs Academic leaders

	<p>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>		<p><i>in the school's Resources Bank (R Drive).</i></p>			<p>teachers can be reduced</p>		
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**Financial Budget for 2020-21:**

<p>Estimated grant for 2020-21 (\$715 x 798 students) (Projected headcount in Aug 2020)</p>	<p>\$561,275.00</p>
<p>Estimated Expenditure</p>	<p><u>(\$627,725.00)</u></p>
<p>Estimated (Deficit) for the year</p>	<p>(\$66,450.00)</p>
<p>Surplus brought forward from previous year</p>	<p>\$225,300.33</p>
<p>Prior Year(s) Adjustment</p>	<p>\$0</p>
<p>(Deficit) to be transferred to Income and Expenditure Account</p>	<p>\$0</p>
<p>Estimated Surplus retained to be carried forward to next year</p>	<p>\$158,850.33</p>