## Plan on Use of Capacity Enhancement Grant in 2009/10 School Year

**Name of School:** Liu Po Shan Memorial College  
**Means by which teachers have been consulted:** at staff meetings and opinion survey  
**No. of operating classes:** 28

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| Curriculum development | To relieve teachers' workload in preparing teaching materials and other teaching related tasks. | To employ 3 teaching assistants to support teachers in preparing / revising teaching materials / student records, and to help in invigilation in examinations and supervising students' activities. | 1. Teachers’ workload in the preparation of teaching materials will be relieved.  
2. Teaching and learning time of students will be increased. | From September 2009 onward for one year. | Salary of the three TAs for the year **$414,000**  
[about $11,300 per month per TA (including 5% MPF) for 12 months, i.e. $11,500×3×12] | Quality and quantity of teaching materials prepared.  
Updated records of students’ learning prepared. | Survey to get feedback from teachers, records of student learning. | Mr. Cheung WS,  
Ms. Hui CW,  
Ms. Chan ML,  
Mr. Chiu KY. |
| Coping with the diverse and special learning needs of students with varied abilities, ranging from the gifted ones to those with learning difficulties. | To provide more teaching / learning activities for the students. | 1. To appoint some part-time teachers to give extra lessons to the high-achievers and less-able students.  
2. To conduct “Peer Guidance Program” for S.1/4/6 students and “Growth Group Program” for all students.  
3. To conduct a “Developmental Course & Adventure Trail” for S.2 students. | 1. Teachers’ workload in the preparation of teaching materials will be relieved.  
2. Teaching and learning time of students will be increased.  
3. The confidence, team spirit and organizing skills of the students will be enhanced. | From September, 2009 to August, 2010. | 1. Salary of part-time teachers **$22,400**  
[about $200×112 hrs]  
2. Hiring a packaged service from Youth organization (YMCA) **$6,000**  
3. Hiring a packaged service from Youth organization (Navigator Training Centre) **$34,000**  
**Total:** **$476,400**  
[Shortfall to be made up with surplus deployed from the OEBG.] | The learning interest of the student is raised.  
Students are generally able to make improvement. | Assessments of students’ performance are conducted by teachers and tutors at regular intervals.  
Questionnaire to get feedback from students. | Mr. Yau CY,  
Mr. Chiu KY,  
Ms. Tang WS,  
Miss Ho KY. |

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**Date:** 8 SEP 2009  
**Ms. Ning Chi LAW (Principal)**  
**Ms. Betty LIU (Supervisor)**