

Plan on Use of Capacity Enhancement Grant in 2011/12 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 : 32

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Curriculum development	To relieve teachers' workload in preparing teaching materials and other teaching related tasks.	To employ 2 teaching assistants and 1 clerk (part-time) to support teachers in preparing / revising teaching materials / student records, and to help in invigilation in examinations and supervising students' activities.	<ol style="list-style-type: none"> Teachers' workload in the preparation of teaching materials will be relieved. Teaching and learning time of students will be increased. 	From September 2011 onward for one year.	Salary of the two TAs \$264,000 [about \$11,000 per month per TA (including 5% MPF) for 12 months, i.e. \$11,000×2×12] Salary of the clerk (part-time) \$60,500 [about \$5,500 per month for 11 months]	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, Mr. Hui CW, 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.	<ol style="list-style-type: none"> To appoint some part-time teachers to give extra lessons to the high-achievers and less-able students. To conduct "Peer Guidance Program" for S.1/4/6 students and "Growth Group Program" for all students. To conduct a "Developmental Course & Adventure Trail" for S.2 students. 	<ol style="list-style-type: none"> Teachers' workload in the preparation of teaching materials will be relieved. Teaching and learning time of students will be increased. The confidence, team spirit and organizing skills of the students will be enhanced. 	From September, 2011 to August, 2012.	<ol style="list-style-type: none"> Salary of part-time Math & Eng teachers \$110,000 [about \$200×550 hrs] Hiring a packaged service from Youth organization (YMCA) \$6,000 Hiring a packaged service from Youth organization (Po Leung Kuk Leadership Camp) \$34,000 <p style="text-align: center;">Total : \$474,500</p>	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. Chan ML, Ms. Lee WN, Miss Ho KY.

08 SEP 2011

Date


Ms. Ning Chi LAW (Principal)


Ms. Betty LIU (Supervisor)