### Plan on Use of Capacity Enhancement Grant in 2018/19 School Year

**Name of School:** _Liu Po Shan Memorial College_

**Means by which teachers have been consulted:** at staff meeting (21-8-2018, Tue)

**No. of operating classes:** 24

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| Curriculum development           | To relieve teachers' workload in preparing teaching materials and other teaching related tasks. | To employ three teaching assistants to support teachers in preparing / revising teaching materials, to help in invigilation 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 2018 onward for one year. | Salary of the three TAs $567,000  
(including 5% MPF)  
($15,000 \times 1.05 \times 12 \times 3$) | Quality and quantity of teaching materials prepared. | Survey to get feedback from teachers, records of student learning. | Mr. Cheung WS, Mr. Tang HT, Ms. Chan ML/ Ms. Lai HF, Mr. Chiu KY. |
| Coping with the diverse learning needs of students. | To provide more learning activities for the students. | To conduct a “Developmental Course & Adventure Trail” for 52 students. | The confidence, team spirit and organizing skills of the students will be enhanced. | From September, 2018 to August, 2019. | Hiring a packaged service from Youth organization $34,000 | The learning interest of the student is raised.  
Students are generally able to make improvement. | Questionnaire to get feedback from teachers and students. | Ms. Ho KY. |

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*3 SEP 2018*

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Date

Ms. Ning Chi LAW (Principal)

Ms. Betty LIU (Supervisor)