

St. Paul's College
Plan on Use of Capacity Enhancement Grant (2019-2020 school year)

Means by which teachers have been consulted: At staff meeting

Task Area	Major Area(s) of Concern	Strategies / Tasks	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
1. Curriculum Development	(a) Promote the use of IT in teaching	<ul style="list-style-type: none"> ■ To employ one IT technician (including MPF) to help with the daily administration work of the MMLC, CAL and ELC. ■ The IT technician will also assist teachers in running lessons in the MMLC, CAL and ELC. 	<ul style="list-style-type: none"> ■ Teachers' workload in managing IT facilities and the preparation work to use IT facilities will be relieved. 	9/2019 – 8/2020	\$ 306,000	<ul style="list-style-type: none"> ■ More frequent use of IT facilities in teaching and learning 	<ul style="list-style-type: none"> ■ Performance appraisal of the IT technician ■ Scrutinize the scheme of work of various departments 	Mr. W.H. Poon
	(b) Relieve the non-teaching duties of teachers	<ul style="list-style-type: none"> ■ To employ one clerical assistant and one teaching assistant (including MPF) to take up some non-teaching duties currently performed by teachers 	<ul style="list-style-type: none"> ■ Teachers' workload will be relieved 	9/2019 – 8/2020	\$ 496,000	<ul style="list-style-type: none"> ■ Teachers can have more time to concentrate on curriculum development 	<ul style="list-style-type: none"> ■ Performance appraisal of the clerical assistant and the teaching assistant ■ A review of the measure taken to relieve teachers' non-teaching duties 	Ms F. Wong Mr. K. H. Yuen

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2. Enhancing student's language proficiency	Students' ability to appreciate various aspects of the Chinese culture	<ul style="list-style-type: none"> Speakers will be invited to give talks and seminars closely related to the Chinese curriculum to senior classes 	<ul style="list-style-type: none"> Through attending these sets of talks and seminars, students may learn how to appreciate Chinese culture. 	9/2019 – 8/2020	\$ 20,000	<ul style="list-style-type: none"> Students develop the sensibility for Chinese culture and learn to appreciate it 	<ul style="list-style-type: none"> Surveys to gather feedback from students 	Mrs. S. Hsu
3. Coping with diverse and special learning needs of students	Drama Counselling Group	<ul style="list-style-type: none"> To work with outside agencies to organize training programme to assist students with emotion problems or who are weak in inter-personal skill 	<ul style="list-style-type: none"> Students with difficulties in managing emotion or weaker interpersonal skills have corresponding improvements. 	10/2019 – 6/2020	\$ 18,000	<ul style="list-style-type: none"> Participants have more friends and know how to express emotions constructively. 	<ul style="list-style-type: none"> Evaluation forms. Feedback from the trainer, participants and staff-in-charge. 	Miss S. M. Yu
				Total:	\$840,000			

Redeployment of resources

Total estimated expenses	\$ 840,000	
Grant received	\$ 728,585	
Deficit	\$ 111,415	(to be covered by school funds)