

**SKH Tang Shiu Kin Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2023 – 2024 Academic Year**

*Means by which teachers have been consulted: At staff meetings*

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
To relieve teachers' workload in order to create space for teachers to enhance their teaching effectiveness	<ul style="list-style-type: none"> <li>To help teachers follow up discipline matters &amp; give guidance to students</li> <li>To relieve teachers of doing paper work for non-teaching duties</li> </ul>	<ul style="list-style-type: none"> <li>To employ a teacher-assistant</li> </ul>	<ul style="list-style-type: none"> <li>With the assistance of the teacher assistant, teachers will have some of the duties shared or taken away thus allowing them more time to counsel students &amp; plan for lessons.</li> <li>With a homework detention class systemically organized, students should realize that they cannot escape from doing homework &amp; their attitude towards doing homework will be more serious.</li> <li>To assist teachers in organizing, promoting and carrying out ECA, physical education and to provide administrative support.</li> </ul>	Sept 23 to Aug 24	<b>\$206,640.00</b>	<ul style="list-style-type: none"> <li>80% of the teachers support the homework detention class.</li> <li>80% of the teachers give positive feedback on the performance of the teacher assistant.</li> <li>Students generally realize that they cannot escape from doing homework.</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from form teachers &amp; teachers</li> <li>Assessment of the performance of the students in the homework detention class</li> </ul>	Vice-Principal
To reduce the class size and student-teacher ratio	<ul style="list-style-type: none"> <li>To enhance students' academic performance</li> </ul>	To employ additional teacher so as to allow more split classes.	<ul style="list-style-type: none"> <li>Teachers' workload reduced, allowing more time for teaching</li> <li>To share the workload of teachers in organizing, promoting and carrying out activities and after-school support program</li> <li>To facilitate human resources restructuring</li> </ul>	Sept 23 to Aug 24	Salary of the additional teacher: <b>0.6GM</b> <b>\$270,459.00</b>	<ul style="list-style-type: none"> <li>Teachers' positive feedback on the effectiveness of learning and teaching</li> <li>School is able to smooth the way for human resources restructuring</li> </ul>	<ul style="list-style-type: none"> <li>Performance appraisal by Department Heads, Vice-Principals and Principal</li> </ul>	Vice-Principal (Academic), Panel Chairs and Principal
Total Budgeted Expenses					<b>\$ 477,099.00</b>			
Grant rec'd					<b>\$ 666,935.00</b>			