

SKH Tang Shiu Kin Secondary School
Plan on Use of Capacity Enhancement Grant for 2021 – 2022 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"> • To help teachers follow up discipline matters & give guidance to students • To relieve teachers of doing paper work for non-teaching duties 	<ul style="list-style-type: none"> • To employ a teacher-assistant 	<ul style="list-style-type: none"> • 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 & plan for lessons. • With a homework detention class systemically organized, students should realize that they cannot escape from doing homework & their attitude towards doing homework will be more serious. • To assist teachers in organizing, promoting and carrying out ECA, physical education and to provide administrative support 	Sept 21 to Aug 22	\$14,300.00 x 12 x 1.05 = \$180,180.00	<ul style="list-style-type: none"> • 80% of the teachers support the homework detention class. • 80% of the teachers give positive feedback on the performance of the teacher assistant. • Students generally realize that they cannot escape from doing homework. 	<ul style="list-style-type: none"> • Feedback from form teachers & teachers • Assessment of the performance of the students in the homework detention class 	Vice-Principal

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To reduce the class size and student-teacher ratio	<ul style="list-style-type: none"> To enhance students' academic performance 	To employ additional teacher so as to allow more split classes.	<ul style="list-style-type: none"> Teachers' workload reduced, allowing more time for teaching To share the workload of teachers in organizing, promoting and carrying out activities and after-school support program To facilitate human resources restructuring 	Sept 21 to Aug 22	Salary of the additional teacher: GM \$35,040.00 x 12 + \$18,000.00 = \$438,480.00	<ul style="list-style-type: none"> Teachers' positive feedback on the effectiveness of learning and teaching School is able to smooth the way for human resources restructuring 	<ul style="list-style-type: none"> Performance appraisal by Department Heads, Vice-Principals and Principal 	Vice-Principal (Academic), Panel Chairs and Principal
	<ul style="list-style-type: none"> To help teachers train students for Speech Festival (Chinese) 	<ul style="list-style-type: none"> To employ a part-time coach 	<ul style="list-style-type: none"> With the assistance of the coach, teachers will have more time for the core curriculum 	Oct 21 to Mar 22	\$10,000.00	<ul style="list-style-type: none"> 80% of the teachers give positive feedback on the performance of the coach 	<ul style="list-style-type: none"> Feedback from teachers 	Chinese Panel
Total Budgeted Expenses					\$ 628,600.00			
Grant rec'd					\$ 642,934.00			