

Pentecostal Lam Hon Kwong School

Report on the ‘Capacity Enhancement Grant’ (CEG) for the 2022-23 Academic Year

1. Introduction: "Striving to enhance the quality of learning and teaching to equip students for the challenges of the 21st century" is the shared belief among our school staff. As educational reforms are gradually implemented, our teaching staff is committed to implementing the carefully designed plans. Frontline teachers require additional time and resources to effectively execute their teaching plans and provide counseling to students with diverse needs.

2. Utilization of the ‘Capacity Enhancement Grant’ Proposal for the 2022-23 Academic Year

Overall objectives:		Effectively utilizing the grant to create more space for teachers, alleviate their non-teaching workload, and enable them to focus on instructional work and student guidance. Additionally, providing extra time for attending to students with diverse abilities. Enabling teachers to utilize information technology for teaching, strengthening language proficiency training, developing school-based curriculums, and catering to students with diverse abilities, thus fostering the developing of their potential.						
Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers’ workload is alleviated)	Implementati-on Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
1. Curriculum Development/English	Enhance the effectiveness of English teaching and implement enhancement classes and remedial classes	Hire an English Teaching Assistant on a monthly salary to assist teachers with lesson preparation, grading assignments, implementing language	1. Share the workload of language teachers, allowing them more time to cater for students with diverse abilities.	Hire a teaching assistant who holds a diploma or higher qualification on a monthly basis to provide	\$186,744.75	1. Increased contact time between students and teachers 2. Substantial reduction in language teachers' time	1. Collect feedback from teachers and students through questionnaires to evaluate the assistance provided by the teaching	Prefect of Studies and the English Panel Chair

		<p>proficiency programs, oral training, reading programs and managing the English Self-access Learning Centre. The teaching assistant will also provide support in the After-school Homework Classes to help lower achievers and to motivate them to catch up on their studies.</p>	<p>2. Emphasize the importance of bilingual and trilingual instruction, provide support to language teachers to boost morale, enhance teaching effectiveness, and increase students' interest and motivation in learning.</p>	<p>ongoing support for relevant activities throughout the year.</p>		<p>spent on administrative tasks and paperwork</p> <p>3. Usage and satisfaction level of the Self-access Learning Centre</p>	<p>assistant.</p> <p>2. Appraisals of relevant personnel</p>	
<p>2. Develop effective strategies to address learner diversity</p>	<p>1. Implement enhancement classes and remedial classes</p> <p>2. Support students of diverse ability levels to improve their academic performance</p>	<p>1. Hire a Mathematics Teaching Assistant on a monthly salary to support the Mathematics subject.</p> <p>2. Main responsibilities (in order of priority) : ✧ Assist</p>	<p>1. Share the workload of subject teachers, allowing them more time to cater for students with different abilities.</p> <p>2. Enhance and modify learning and teaching materials for</p>	<p>Hire a teaching assistant who holds a diploma or higher qualification on a monthly basis to provide ongoing support for relevant</p>	<p>\$176,230.62</p>	<p>1. Increased contact time between students and teachers</p> <p>2. Substantial reduction in teachers' time spent on administra-</p>	<p>1. Collect feedback from teachers and students through questionnaires to evaluate the assistance provided by the teaching assistant</p> <p>2. Appraisals of relevant personnel</p>	<p>Prefect of Studies and the Math Panel Chair</p>

		<p>mathematics teachers in preparing teaching materials, exercises, implementing diverse learning activities and managing the resources room.</p> <p>✧ Assist teachers in handling administrative and analytical tasks related to TSA/SBA of various subjects.</p> <p>✧ Assist lower achievers and motivate them to catch up on their studies.</p>	students with diverse ability levels.	activities throughout the year.		tive tasks and paperwork		
3.Develop effective strategies to address	1. Implement enhancement classes and remedial	1. Hire a Chinese Teaching Assistant on a	1. Share the workload of subject teachers, allowing them	Hire a teaching assistant who holds a	\$214,099.45	1. Increased contact time between students and	1. Collect feedback from teachers and students through	Prefect of Studies, the Chinese Panel Chair

learner diversity	classes 2. Support students of diverse ability levels to improve their academic performance	monthly salary to support the Chinese Language and Chinese Literature subjects. 2. Main responsibilities (in order of priority) : ✧ Assist Chinese Language and Chinese Literature teachers in preparing teaching materials, managing resources, preparing exercises and implementing diverse learning activities. ✧ Support the teaching of SBA/TSA by	more time to cater for students with different abilities. 2. Enhance and modify learning and teaching materials for students with diverse ability levels. 3. Emphasize the importance of bilingual and trilingual instruction, provide support to language teachers to boost morale and enhance teaching effectiveness.	diploma or higher qualification on a monthly basis to provide ongoing support for relevant activities throughout the year.		teachers. 2. Substantial reduction in teachers' time spent on administrative tasks and paperwork. 3. Usage and satisfaction level of the Chinese Resources Room.	questionnaires to evaluate the assistance provided by the teaching assistant 2. Appraisals of relevant personnel	and the Chinese Literature Panel Chair
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		<p>preparing learning materials and modifying teaching materials.</p> <p>✧ Assist lower achievers and motivate them to catch up on their studies.</p>						
4. Curriculum Development/Putonghua	Enhance the effectiveness of Putonghua teaching and implement enhancement classes and remedial classes	<p>Hire a Putonghua Teaching Assistant on an hourly basis to assist teachers in lesson preparation, implement language enhancement programs, promote the use of Putonghua for teaching the Chinese Language subject, conduct oral training and facilitate reading programs.</p>	Emphasize the importance of bilingual and trilingual instruction, provide support to language teachers to boost morale and enhance teaching effectiveness.	Hire a teaching assistant on an <u>hourly basis</u> to assist subject teachers in promoting learning activities and preparing teaching materials.	<p>(1) Putonghua solo verse coach</p> <p>(2) Teaching plan</p> <p>Total: \$13,000.00</p>	<p>1. Increased contact time between students and teachers</p> <p>2. The workload of the teaching assistant meets the specified targets</p> <p>3. Substantial reduction in language teachers' time spent on administrati-</p>	Appraisals of relevant personnel	Putonghua Panel Chair

						ve tasks and paperwork 4. Usage and satisfaction level of the Chinese Resources Room		
5. Develop effective strategies to address learner diversity	<u>Restructure teacher workloads</u> to enable teachers to cater for students with diverse ability levels and interests, fostering the development of their potential	The Prefect of Studies, panel chairs/ KLA coordinators propose the plan for enhancement and remedial classes	Allowing teachers more room to expand beyond the formal curriculum, including offering enhancement and remedial programs, e-learning, etc. Additionally, hiring additional staff to collaborate in teaching can enhance the effectiveness and quality of learning and teaching. Ultimately, this provides teachers with greater flexibility to implement teaching strategies that cater	Subject-based plan	\$51254.84 was used to hire specialized teaching assistants/ tutors or consider outsourcing the work	1. Student feedback and choices 2. Substantially reduce teachers' non-teaching hours	1. Appraisals of relevant personnel 2. Evaluation of the effectiveness of activities in the non-formal curriculum	Prefect of Studies and the Panel Chairs of different subjects

		for learners with diverse abilities and interests, enabling diversified development of students.					
2022-23 Financial Plan							
<i>Income</i>		<i>\$654,502</i>	<i>Expenditure (Total annual expenditure for all five plans)</i>				<i>\$641,329.66</i>
(1) EDB subsidy (CEG/2022-23) :		\$654,502	(1) English Teaching Assistant				\$186,744.75
			(2) Math Teaching Assistant				\$176,230.62
			(3) Chinese Teaching Assistant				\$214,099.45
			(4) Putonghua curriculum development				\$13,000.00
			(5) Restructuring teacher work plans				\$51,254.84