

**Pentecostal Lam Hon Kwong School**

**Proposal for the ‘Capacity Enhancement Grant’ (CEG) for the 2023-24 Academic Year**

**1. Introduction:** "Striving to enhance the quality of learning and teaching to equip students for the challenges of the 21<sup>st</sup> 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. The following proposal for the 'Capacity Enhancement Grant' is tailored to specifically address this objective. While preparing this proposal, teachers were consulted for their opinions, feedback were collected on the utilization of the Capacity Enhancement Grant in the past year, and suggestions were gathered for the plan for the upcoming year. Our aim is to adopt a broader and more flexible approach in leveraging the financial resources provided by the Education Bureau. This proposal has taken into account the demands of the teachers and has received approval from the majority of the teaching staff.

**2. Utilization of the ‘Capacity Enhancement Grant’ Proposal for the 2023-24 Academic Year**

<b>Overall objectives:</b>		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.						
<b>Task Area</b>	<b>Major Area(s) of Concern</b>	<b>Implementation Plan</b>	<b>Benefits Anticipated (e.g. in what way teachers’ workload is alleviated)</b>	<b>Implementati-on Schedule</b>	<b>Resources Required</b>	<b>Performance Indicators</b>	<b>Assessment Mechanism</b>	<b>Person-in-charge</b>
1. Curriculum Development/English	Enhance the effectiveness of English teaching and	Hire an <b>English Teaching Assistant</b> on a monthly salary to assist teachers	1. Share the workload of language teachers,	Hire a teaching assistant who holds a diploma or	\$200,100.60	1. Increased contact time between students and	1. Collect feedback from teachers and students through	Prefect of Studies and the English Panel Chair

	implement enhancement classes and remedial classes	with lesson preparation, grading assignments, implementing language 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.	allowing them more time to cater for students with diverse abilities. 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.	higher qualification on a monthly basis to provide ongoing support for relevant activities throughout the year.		teachers 2. Substantial reduction in language teachers' time spent on administrative tasks and paperwork 3. Usage and satisfaction level of the Self-access Learning Centre	questionnaires to evaluate the assistance provided by the teaching assistant. 2. Appraisals of relevant personnel	
2. Develop effective strategies to address learner diversity	1. Implement enhancement classes and remedial classes 2. Support students of diverse	1. Hire a <b>Mathematics Teaching Assistant</b> on a monthly salary to support the <b>Mathematics subject</b> .	1. Share the workload of subject teachers, allowing them more time to cater for students with different	Hire a teaching assistant who holds a diploma or higher qualification on a monthly	\$200,100.60	1. Increased contact time between students and teachers 2. Substantial	1. Collect feedback from teachers and students through questionnaires to evaluate the assistance provided by the	Prefect of Studies and the Math Panel Chair

	<p>ability levels to improve their academic performance</p>	<p>2. Main responsibilities (in order of priority) :</p> <ul style="list-style-type: none"> <li>✧ Assist mathematics teachers in preparing teaching materials, exercises, implementing diverse learning activities and managing the resources room.</li> <li>✧ Assist teachers in handling administrative and analytical tasks related to TSA/SBA of various subjects.</li> <li>✧ Assist lower achievers and motivate them to catch up on</li> </ul>	<p>abilities.</p> <p>2. Enhance and modify learning and teaching materials for students with diverse ability levels.</p>	<p>basis to provide ongoing support for relevant activities throughout the year.</p>		<p>reduction in teachers' time spent on administrative tasks and paperwork</p>	<p>teaching assistant</p> <p>2. Appraisals of relevant personnel</p>	
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		their studies.						
3. Develop effective strategies to address learner diversity	1. Implement enhancement classes and remedial classes 2. Support students of diverse ability levels to improve their academic performance	1. Hire a <b>Chinese Teaching Assistant</b> on a 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	1. Share the workload of subject teachers, allowing them 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.	Hire a teaching assistant who holds a diploma or higher qualification on a monthly basis to provide ongoing support for relevant activities throughout the year.	\$200,100.60	1. Increased contact time between students and teachers. 2. Substantial reduction in teachers' time spent on administrative tasks and paperwork. 3. Usage and satisfaction level of the Chinese Resources Room.	1. Collect feedback from teachers and students through questionnaires to evaluate the assistance provided by the teaching assistant 2. Appraisals of relevant personnel	Prefect of Studies, the Chinese Panel Chair and the Chinese Literature Panel Chair

		<p>learning activities.</p> <ul style="list-style-type: none"> <li>✧ Support the teaching of SBA/TSA by preparing learning materials and modifying teaching materials.</li> <li>✧ Assist lower achievers and motivate them to catch up on their studies.</li> </ul>						
4. Curriculum Development/ Putonghua	Enhance the effectiveness of Putonghua teaching and implement enhancement classes and remedial classes	Hire a <b>Putonghua Teaching Assistant</b> 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	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 <u>an hourly basis</u> to assist subject teachers in promoting learning activities and preparing teaching materials.	Putonghua Teaching plan: \$14,300	<ol style="list-style-type: none"> <li>1. Increased contact time between students and teachers</li> <li>2. The workload of the teaching assistant meets the specified targets</li> <li>3. Substantial reduction in</li> </ol>	Appraisals of relevant personnel	Putonghua Panel Chair

		oral training and facilitate reading programs.				language teachers' time spent on administrative 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 <b>enhancement and remedial classes</b>	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	Subject-based plan	Reserving \$52,333.20 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

		provides teachers with greater flexibility to implement teaching strategies that cater for learners with diverse abilities and interests, enabling diversified development of students.					
<b>2023-24 Financial Plan</b>							
<b><i>Income</i></b>		<b><i>\$666,935</i></b>	<b><i>Expenditure (Total annual expenditure for all five plans)</i></b>			<b><i>\$666,935</i></b>	
(1) EDB subsidy (CEG/2023-24) :		\$666,935	(1) English Teaching Assistant			\$200,100.60	
			(2) Math Teaching Assistant			\$200,100.60	
			(3) Chinese Teaching Assistant			\$200,100.60	
			(4) Putonghua curriculum development			\$14,300.00	
			(5) Restructuring teacher work plans			\$52,333.20	