

## Plan on the Use of Capacity Enhancement Grant (CEG) 2019-2020

Capacity Enhancement Grant (CEG): \$613,766 (2019/20) -- A recurrent provision

Objective: To relieve teachers' workload so that teachers will have enhanced capacity to concentrate on the critical tasks in the education reform

Name of School: Yuen Long Merchants Association Secondary School

Means by which teachers have been consulted: Staff meeting/ Department meetings

No. of operating classes: 30

Task Area	Major areas of concern	Implementation Plan	Benefits Anticipated	Duration	Resources required	Performance Indicators	Assessment Mechanism	Persons In-charge
Curriculum development (Assessment for learning) (Chinese)	To assist teachers and the Chinese panel in the preparation of teaching materials and logistics work in the organization of learning-related programmes and activities	To employ one <b>Chinese Assistant teacher</b> to 1) Create space for Chinese teachers to prepare for the small class teaching in Chinese. 2) To develop teaching materials for Chinese	All Chinese teachers' workload can be alleviated in the following ways: 1) Be specialized in the teaching of the Chinese Subject. 2) Have more room for individual guidance.	From September 2018 to August 2019 – 12 months initially and to be extended if situation warrants	Monthly salary of the Chinese History teacher for the period $\$15,000 \times 1.05 \times 12 = \underline{\$189,000}$	<ul style="list-style-type: none"> <li>● Increased amount of quality learning/ teaching materials tailored to students' need</li> <li>● Increased space created for teachers</li> </ul>	1) Performance appraisal on teaching assistant 2) Feedback from teachers, students on the performance of the teacher 3) Development of teaching materials for the Chinese	Ms. CHAN Yee-ling
Curriculum development	To strengthen the planning and implementation of the curriculum in Science, LS and English	To employ 4 part time teaching assistants : 1) To assist Science, English and LS teachers	Science teachers can focus on lesson preparation with the assistance of the Chinese	From September 2019 to August 2020; 12 months	Monthly salary of one Contract STEM Teaching Assistant : $\$2,800 \times 1.05 \times 12$	<ul style="list-style-type: none"> <li>● Teaching material of various subject are compiled.</li> <li>● The</li> </ul>	1) Performance appraisal on the part time teaching assistants 2) Development	Ms. Sin Ka-ho

	To provide more space for teachers by assisting in performing non-teaching duties	<p>to develop Science curricula.</p> <p>2) To strengthen the collaboration of the Science teachers in the design of the curriculum.</p> <p>3) To assist in other school duties concerning learning and teaching</p>	<p>Teaching Assistant;</p> <p>Non-academic workload of teachers can be shared</p>	initially and to be extended if situation warrants.	MONTHS X4 = <b><u>\$141,120</u></b>	workload of teachers will be reduced.	<p>of teaching materials for STEM</p> <p>3) Feedback from teachers on the performance of the teaching-assistant</p>	
An English Musical	To relieve the workload of English teachers in the training of students for an English Musical	To employ one tutor for choreography and one tutor for the teaching of drama skills in the English Musical.	All English teachers will have more room for teaching and marking while S.1-S.4 students will be given more learning opportunities in an English learning environment.	From November 2018 to March 2019	Hour salary of the two tutors for the period is \$450-\$500 per hour. Estimated total: <b><u>\$50,000</u></b>	The English Musical will be staged in the school hall in the OLE afternoon in the second term	Student/ teacher feedback on the performance of the English musical	Mrs CHAN WONG Wing-shan
	Audio, lighting Technical Support and Equipment Rental for English Musical	<p>1) To employ one crew to give audio, lighting technical support.</p> <p>2) To rent necessary equipment for</p>	All English teachers will have more room for teaching and marking while S.1-S.6 students will be given more learning	On the performance day	\$20,000	Good audio and lighting effects during the English Musical performance to be staged in the school hall in the OLE	Student/ teacher feedback on the performance of the English musical	Mrs CHAN WONG Wing-shan

		the musical performance.	opportunities in an English learning environment.			afternoon in the second term		
	Make-up, wardrobe and props	3) To prepare for props, costumes & make-up for the performance	Students will work in teams to complete different jobs and they can learn different practical skills and team work	From January to April 2019	\$5000	Props, costumes ready for use in the performance and various backstage teams complete the required tasks	Feedback from students, teachers and audience	Miss YH Kam and Mr. CK Chan

Date: 15-7-2019

**Evaluation on Capacity Enhancement Grant (CEG)**  
Name of School: Yuen Long Merchants Association Secondary School  
School Year: 2018-2019

Item	Main Content	Evaluation
1. Curriculum development – Chinese Language	Employing one contract Chinese Language Assistant Teacher to perform teaching and non-teaching duties in the Chinese Language panel to create space for Chinese teachers  ➤ Prepare teaching materials in Chinese ➤ Teach Chinese Language in the Junior form	Chinese Language Teachers' workload was alleviated in the following ways: Preparation time for teaching materials and lesson time was reduced and clerical work in the panel was shared by the teacher.
2. Curriculum development – STEM	To employ one STEM teaching assistant : ➤ To assist Science teachers run STEM-related activities. ➤ To strengthen the collaboration of the Science teachers in the design of the curriculum. ➤ To assist in other school duties concerning learning and teaching	Science Teachers' workload was alleviated in the following ways: Preparation time for activity and assessment was reduced and clerical work in the panel was shared by the Teaching Assistant.
3. Enriching the English environment & promoting interest in learning English – Production of an English Musical	➤ Employing 1-2 professional instructors for choreography and the teaching of drama skills in the English Musical.  ➤ Employing a professional crew to give audio, lighting technical support and renting necessary equipment for the musical performance.	➤ The English Musical "Wizard of Oz" was successfully staged in the Yuen Long Theatre on the 40 <sup>th</sup> Anniversary Variety Show for our students, primary students of Yuen Long and alumni. Audience enjoyed watching the performance and S1-S4 performing students benefited from the learning experiences in an English learning environment.  ➤ English teachers had more room for teaching and marking.

Recommendations: It was recommended the above schemes should be maintained to create space for teachers and facilitate students learning and teaching.

Report submitted by teachers-in-charge and compiled by: \_\_\_\_\_ SUNG Hoi-yan (Academic Mistress)

Date: 27-6-2019