

Plan on the Use of Capacity Enhancement Grant (CEG) 2020-2021

Capacity Enhancement Grant (CEG): \$638,461 (2020/21) -- 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) (English)	To assist teachers and the English panel in the preparation of teaching materials and logistics work in the organization of learning-related programmes and activities	To employ one English Assistant teacher to 1) Create space for English teachers to prepare for the small class teaching in English. 2) To develop teaching materials for English	All English teachers' workload can be alleviated in the following ways: 1) Be specialized in the teaching of the English Subject. 2) Have more room for individual guidance.	From September 2020 to August 2021 – 12 months initially and to be extended if situation warrants	Monthly salary of the English teacher for the period $\$18,500 \times 1.05 \times 12 = \underline{\$233,100}$	<ul style="list-style-type: none"> ● Increased amount of quality learning/ teaching materials tailored to students' need ● Increased space created for teachers 	1) Performance appraisal on teaching assistant 2) Feedback from teachers, students on the performance of the teacher 3) Development of teaching materials for the English	Ms. Hung Chan Nga-yan
Curriculum development	To strengthen the planning and implementation of the curriculum in Science, LS and Chinese, PSHE To provide more space for teachers by assisting in performing non-	To employ 4 part time teaching assistants : 1) To assist Science, Chinese and PSHE teachers to develop Science curricula. 2) To strengthen	Science teachers can focus on lesson preparation with the assistance of the Chinese Teaching Assistant; Non-academic workload of	From September 2020 to August 2021; 12 months initially and to be extended if situation warrants.	Monthly salary of one Contract STEM Teaching Assistant : $\$3,080 \times 1.05 \times 12 \text{ MONTHS} \times 4 = \underline{\$155,232}$	<ul style="list-style-type: none"> ● Teaching material of various subject are compiled. ● The workload of teachers will be reduced. 	1) Performance appraisal on the part time teaching assistants 2) Development of teaching materials for STEM 3) Feedback	Ms. Sung Hoi-yan

	teaching duties	the collaboration of the Science, PSHE teachers in the design of the curriculum. 3) To assist in other school duties concerning learning and teaching	teachers can be shared				from teachers on the performance of the teaching-assistant	
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 2020 to March 2021	Hour salary of the two tutors for the period is \$450-\$500 per hour. Estimated total: \$50,000	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	1) To employ one crew to give audio, lighting technical support. 2) To rent necessary equipment for the musical performance.	All English teachers will have more room for teaching and marking while S.1-S.6 students will be given more learning opportunities in an English learning environment.	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 afternoon in the second term	Student/ teacher feedback on the performance of the English musical	Mrs CHAN WONG Wing-shan
	Make-up, wardrobe and props	3) To prepare for props, costumes	Students will work in teams to	From January to	\$5000	Props, costumes ready for use in	Feedback from students, teachers	Miss YH Kam and Mr. CK Chan

		& make-up for the performance	complete different jobs and they can learn different practical skills and team work	April 2021		the performance and various backstage teams complete the required tasks	and audience	
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