

Proposal on the Use of Capacity Enhancement Grant in 2006/07 School Year

Name of School : **Chan Shu Kui Memorial School**
 Means by which teacher have been consulted : **opinion poll during staff meeting**
 No. of operating class : **29**

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Curriculum Development, Integration of information technology in teaching	Better use of I.T. in the preparation of lessons	To employ one I.T. Assistant to assist teachers to build up a school resource database and Internet resources	Better use of school I.T. resources	From September 2006 onward for one year	Salary of one I.T. Assistant for one year inclusive of MPF. A total of \$133,000.	Satisfactory maintenance of the school intranet and school resource database	Performance assessment on the I.T. Assistant	Panel Chair of I.T.
Curriculum Development	Releasing clerical workload of librarian in promoting school-wide reading scheme	To employ one Library Assistant	More time for the librarian to promote and coordinate the Chinese/English reading schemes	From September 2006 onward for one year	Salary of one Library Assistant for one year inclusive of MPF. A total of \$94,000.	Compilation of reading scheme	Performance assessment on the Library Assistant	Librarian

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Curriculum Development	Reducing clerical workload of teachers in general	Employment of two clerical assistants	One to help with the general typing and office work; Another to maintain records needed by the Studies Panel	From September 2006 to August 2007	Salary inclusive of MPF around \$60,000. Salary inclusive of MPF around \$145,000.	Completion of assigned task within 3 working days at most. Maintenance of updated record for Studies Panel	Teachers' opinions Performance appraisal	Prefect of Studies Prefect of Studies

Resource Required Subtotal = \$133,000 + \$94,000 + \$60,000 + \$145,000 = \$432,000

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Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Enhancing Students' Language Proficiency	<u>English Language</u> 1) Promotion of a language rich environment for all students. 2) Alleviating clerical work of English teachers and enabling teachers to focus on their professional work.	One full time Teacher Assistant	More positive attitude and greater interest in the learning of English.	From September 2006 to August 2007	Salary inclusive of MPF around \$126,000	1) Positive feedback from 70% or above of students regarding various English programmes assisted by T.A. 2) Positive feedback from 70% or above of teachers regarding the reduction of clerical work.	1) Survey of a random sample of students at the end of the school year. 2) Evaluation questionnaires to all English teachers.	English Panel

Resource Required Subtotal = \$432,000 + \$126,000 Total = \$558,000

Endorsed by School Supervisor :



Date : 30 JAN 2007