NLSI Lui Kwok Pat Fong College
Report on Use of Capacity Enhancement Grant in 2025/2026 School Year

Item	Details	Time Frame	Evaluation Criteria (Indicator)	Evaluation & Suggestions
To relieve teachers' workload so that teachers can concentrate on: ☑ curriculum development ☐ enhancing students' language proficiency ☑ coping with the learning needs of students ☑ others (please specify) AI and STEAM education	To employ two teaching assistants · to alleviate administrative work of teachers, especially subjects related to technology education as well as non-language subjects and collaborate in preparing teaching materials and learning activities. · to help students with diversified learning needs in subjects related to technology education, as well as other subjects. · to facilitate AI-related learning initiatives and contributing to the development of STEAM education through hands-on support and resource creation.	From September 2025 to July 2026	Teaching staff agreed relevant strategies have: · facilitated better arrangements in the organization of learning activities · enhanced capacity of teachers to concentrate on preparing teaching materials and enhancing their teaching effectiveness.	A number of teaching assistants have been appointed to support diverse duties, including technology education, national education, arts education, the register of fixed assets, and the issuing of circulars. They play a pivotal role in alleviating teachers' workloads across multiple domains. Their responsibilities encompass preparing instructional materials and managing administrative tasks such as organizing activity resources, taking minutes, scanning scripts, managing inventory, decorating boards, and assisting with invigilation duties.

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To relieve teachers' workload so that teachers can concentrate on: ☑ curriculum development ☑ enhancing students' language proficiency ☑ coping with the learning needs of students ☐ others (please specify) _____	To employ one teaching assistant · to alleviate administrative work of teachers, especially English, who can collaborate in preparing teaching materials and learning activities · to alleviate English teachers for collaboration work in enhancing students' language proficiency and catering diversified learning needs · to implement the teaching plans and learning activities, revise learning materials and evaluate the learning process and outcomes. · to deliver the guided learning period of the senior form students.	From September 2025 to July 2026	Teaching staff agreed relevant strategies have: · facilitated better arrangements in the organization of learning activities · enhanced capacity of teachers to concentrate on curriculum development and enhancement of learning and teaching.	Two teaching assistants have been engaged to support the English Panel across a wide range of responsibilities, including the promotion of reading and leading guided learning periods that provide targeted exercises and instruction to small groups of students. Their roles extend to assisting teachers in organizing instructional resources and managing administrative tasks such as data entry, minute-taking, script scanning.