

**Plan on Use of Capacity Enhancement Grant in the 2022/23 School Year**

Our School has read and understands the ground rules and procedures in the utilization of the Capacity Enhancement Grant (CEG). The following plan on the use of the CEG is drawn up after full consultation with teachers:

Item	Details	Time Frame	Budget	Evaluation Criteria (Indicator)	Responsible Party
<p>To relieve teachers' workload so that teachers can concentrate on:</p> <p><input checked="" type="checkbox"/> curriculum development</p> <p><input type="checkbox"/> enhancing students' language proficiency</p> <p><input checked="" type="checkbox"/> coping with the learning needs of students</p> <p><input checked="" type="checkbox"/> others (please specify) <u>integration of information technology in teaching.</u></p>	<p>To employ two teaching assistants</p> <ul style="list-style-type: none"> <li>to alleviate administrative work of teachers, especially subjects related to I.T. and STEM as well as non-language subjects and collaborate in preparing teaching materials and learning activities.</li> <li>to help students with diversified learning needs in subjects related to I.T. and STEM, as well as other subjects.</li> </ul>	<p>From September 2022 to August 2023</p>	<p>Teaching Assistant (IT / STEM) \$ 233 629.20 (12 months)</p> <p>Teaching Assistant (other subjects) \$ 197 092.35 (12 months)</p>	<p>Teaching staff agreed relevant strategies have:</p> <ul style="list-style-type: none"> <li>facilitated better arrangements in the organization of learning activities</li> <li>enhanced capacity of teachers to concentrate on preparing teaching materials and enhancing their teaching effectiveness.</li> </ul>	<p>Panel Heads: PSM, YHN</p> <p>Vice Principal: YYT</p>
<p>To relieve teachers' workload so that teachers can concentrate on:</p> <p><input checked="" type="checkbox"/> curriculum development</p> <p><input checked="" type="checkbox"/> enhancing students' language proficiency</p> <p><input checked="" type="checkbox"/> coping with the learning needs of students</p> <p><input type="checkbox"/> others (please specify) _____</p>	<p>To employ two teaching assistants</p> <ul style="list-style-type: none"> <li>to alleviate administrative work of teachers, especially Chinese and English, who can collaborate in preparing teaching materials and learning activities</li> <li>to alleviate Chinese and English teachers for collaboration work in enhancing students' language proficiency and catering diversified learning needs</li> <li>to implement the teaching plans and learning activities, revise learning materials and evaluate the learning process and outcomes.</li> </ul>	<p>From September 2022 to August 2023</p>	<p>Teaching Assistant (Chinese Language) \$ 33 089.7 (2 months)</p> <p>Teaching Assistant (English Language) \$ 213 522.75 (12 months)</p>	<p>Teaching staff agreed relevant strategies have:</p> <ul style="list-style-type: none"> <li>facilitated better arrangements in the organization of learning activities</li> <li>enhanced capacity of teachers to concentrate on curriculum development and enhancement of learning and teaching.</li> </ul>	<p>Panel Heads: WOF, KSPo</p> <p>Vice Principal: YYT</p>
<p>*\$ 22 832 to be transferred from EOEBG to top up the difference with the provision of \$ 654 502.</p>			<p>Total: \$ 677 334</p>		