

Immanuel Lutheran College
Plan on Use of Capacity Enhancement Grant
(2008/2009)

I. Objectives

1. to employ part-time personnel to help in examination preparation programmes for S.4 to S.7 students
2. to employ teachers in non-subvented terms to enhance the teaching of English
3. to employ additional teachers in non-subvented terms to relieve workload of teachers in handling SBA and or TSA so that they can concentrate on the development of effective learning and teaching strategies
4. to employ teaching assistants to help relieving teachers' non teaching responsibilities (e.g. camp liaison, transportation liaison, data entry, record filing, and invigilation work).

II. Strategies

Project 1

- Setting up study rooms for S.5 and S.7 from November 2008 to March 2009, and tutorial classes for S.1 to S.4 from March to May 2009

Target

60 S.5 & S.7 students for study rooms, 2400 student-sessions for S.4 tutorial classes (except English) and 1600 student-sessions for S.1 – S.4 English tutorial classes.

Man-power required

4 to 10 alumni / parents of ILC to be in charge of study rooms;

6 to 12 alumni of ILC, preferably university students, as tutors for S.4 tutorial classes;

4 professionally trained English teachers as tutors for English tutorial classes.

Working hour

5:00 p.m. to 10:00 p.m., every week day for study rooms;

one and a half hours for each session on weekends and school holidays for a tutorial class.

Duration

Study rooms: from November 08 to March 09, except public holidays

Tutorial classes: from March 09 to May 09, except public or school holidays

Estimated expenditure

Study rooms:

- on a rate of \$40 / hour for each person-in-charge of the study room
- 1 tutor every evening
- 70 days

Sub-total: $\$40 \times 5 \text{ (hours)} \times 2 \text{ (rooms)} \times 70 \text{ (days)} = \$28,000$

S.4 tutorial classes:

- on a rate of \$400 / session for each tutor
- 80 sessions

Sub-total: $\$400 \times 80 \text{ (sessions)} = \$32,000$

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English tutorial classes:

- on a rate of \$500 / session for each tutor
- 80 sessions

Sub-total: $\$500 \times 80$ (sessions) = \$40,000

Total expenditure: $\$28,000 + 32,000 + \$40,000 = \$100,000$

Project 2

- Hiring of teachers in non-subvented terms

Objectives

to enhance the teaching of English by reducing class size in junior forms and help in the administration of SBA/TSA

Qualification required

university graduates with relevant professional training

No. of teachers

3 or equivalent (1.5 for additional English teachers and 1.5 for administering SBA/TSA)

Employment terms

- on contract basis
- salary per month, including MPF, \$62,500

Estimated expenditure

$\$62,500 \times 12 = \$750,000$

Project 3

- Hiring of teaching assistants

Objectives

- to help releasing teachers non-teaching activities e.g. lesson substitution, collecting fees and reply slips, helping in outdoor activities.
- to help preparing IT teaching materials
- to help data entry and filing of records
- to help invigilation work in tests/examinations
- to help in the administration of TSA and SBA

Qualification required

post-secondary diploma holders

No. of assistant

1 to 2

Employment terms

- on contract basis
- salary per month, including MPF, \$11,600

Estimated expenditure

$\$11,600 \times 12$ (months) $\approx \$ 140,000$

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III. Overall Estimate

Total estimate of the above 3 projects will be around \$990,000 which exceeds the CEG of \$463,100. The school will adjust the arrangement according to needs, outcome, and current financial situation that the grant will be utilized for the best interest of students and will cover the deficit from surplus of ACEG (\$439,413) and subsidy from non-standard item charges (\$100,000).

IV. Evaluation

The Administrative Council will monitor the progress of the four projects and report to the SMC for amendment and evaluation. Individual projects will be evaluated as follows:

| | Performance Indicators | Assessment Mechanism | Person-in-charge |
|-----------|--|--|-------------------------|
| Project 1 | 80% of the enrolled students will achieve 80% of attendance; 75% will indicate that the classes are “helpful”. | Attendance will be recorded; a survey will be conducted to collect participants’ feedback at the end of the classes. | Ho S.C. |
| Project 2 | 1. Students will generally be able to make improvement in English; 75% of the students in smaller English classes will indicate that the arrangement is “helpful” to their learning. 2. Substantial workload in the administration of SBA/TSA is reduced. | 1. Assessments of students’ performance in English will be made by English teachers of the class at regular intervals; a survey will be conducted to collect students’ feedback at the end of the school year. 2. Evaluated in Administrative Council meeting | Cheung Y.Y., Ho H.S. |
| Project 3 | 75% of teachers will indicate that the teaching assistant in one way or other alleviate their workload. | A survey will be conducted by the end of the school year to collect teachers’ feedback. | Lau Y.S. |