

Application for Additional Support for EMI Schools

To: Secretary for Education and Manpower
(Attn: Review and Planning Section, Education
Commission and Planning Division)
Education and Manpower Bureau
Room 1138, 11/F, Wu Chung House
213 Queen's Road East, Wanchai, Hong Kong
Fax: 2574 0340 / 2904 7387

Application for Additional Support for EMI Schools

Part A School Particulars

1. School Name: Immanuel Lutheran College
2. School Address: Tai Yuen Estate, Tai Po, N.T.
Tel: 26673129 Fax: 26650600
3. Principal: Mr. Yeung Wing Kit
4. Teacher-in-charge: Ms Ho Hang Sim Post: EMI Co-ordinator
5. Total No. of English language teachers : 11 (including the teacher appointed under the Native-Speaking English Teacher Scheme)
(a) No. in regular staff establishment: 10
(b) No. outside regular staff establishment (e.g. temporary teachers): 1
6. No. of English language teachers possessing a Bachelor of Education degree majoring in English, or a first degree majoring in English and a Postgraduate Diploma or Certificate in Education majoring in English: 11
7. No. of English language teachers who also teach other subjects: 4

Part B Strategy and Implementation Plan

(A) Present state of play

- Our students are Band 1 students.
- The passing rates in English Language and Use of English in the HKCEE and the HKALE are both over 90%.
- Our school is aware of the need to develop quality EMI teaching and the enhancement of English learning environment. To act accordingly, we have implemented the following policies/strategies:
 - a. There was an establishment of English Learning Centre in March 2006 so as to provide students with a lively English learning environment.
 - b. The Curriculum Development Committee will be established in September 2006 to co-ordinate EMI subject panels to enhance EMI teaching.
 - c. There will be a pilot scheme to study how English Language teaching in S.1 (2006-2007) can support students' learning Integrated Science and Geography.
 - d. There will be a co-ordination of panel heads of the common key learning areas to have professional sharing to study how EMI teaching in their subjects can be enhanced.
 - e. Ten teachers from various subject panels have taken the EMI 8-week course offered by the HKIED. Their understanding of the importance of EMI teaching helps to facilitate a further development of quality EMI teaching.

(B) A holistic school-based plan

- (1) to employ *a part time teacher to allow two English teachers to have time and space:
 - to co-ordinate English teachers and content subject teachers to collaborate in and reflect on the teaching and learning of English across the curriculum
 - to foster partnership with the EMI experts of HKIED
 - to study how English teachers and content subject teachers can collaborate to enhance students' English writing in examinations across the curriculum
 - to re-design the present subject content curriculum to incorporate the language support to enhance the EMI teaching and learning
 - to design the elective modules for the new senior English curriculum
- * the role of the part time teacher
 - an ordinary teacher who has to take up about 20 lessons per cycle
- (2) to hire professional services: English native speaking tutor to create an English-rich language environment:

His/her duties are:

- stationing at the English Learning Centre to provide students with language support
 - leading extra-curricular activities in English so that students can extend their English learning outside English classrooms and have opportunities to learn and practice English in a natural manner
 - training students to participate in the Speech Festival
 - working with English teachers in coaching students to lead English mass programmes so as to enhance students' confidence in English speaking
 - leading oral training groups
 - chatting with students informally on the school campus to develop students' confidence in speaking with native English speaker
 - working with English teachers in developing materials and organizing activities for students to appreciate the foreign culture
 - working with English teachers who have received training on the language arts to develop language arts materials particularly for songs, poems and drama to prepare for the related elective module in the new senior English curriculum
 - chatting with teachers informally on the school campus to further promote an English speaking environment
- (3) to provide physical resources to create an English learning environment
- publication of English magazines
 - (a) to publish students' writing to promote English writing skills
 - (b) to train the student editorial committee to interview, and write and edit articles in English
 - English mass programmes
 - (a) include game stalls, quiz, singing contest, inter-classes/inter-houses competitions etc.
 - (b) train students to work on interesting themes to be presented in mass programmes
 - (c) develop students' confidence in English public speaking
 - (d) provide students with opportunities to learn and use English in a lively manner
 - (e) provide students with opportunities to search relevant information, organize ideas and write out plans and scripts for the mass programmes
 - procurement of English educational software programmes to be installed in the computers in the English Learning Centres to enhance self-independent learning
 - procurement of English educational software programmes for classroom teaching

- procurement of English learning games, books and magazines to be placed in the English Learning Centre and teacher reference books for English teaching, particularly for language arts
- procurement of films to provide resources for students to appreciate non-print texts for SBA

(4) to hire professional services for organizing English drama

- to develop students' interest in learning English through drama
- to boost students' self-confidence in using English in a purposeful manner
- to develop students' pronunciation and oral skills as well as generic skills such as creativity, communication and collaboration
- to strengthen students' skills of understanding and interpreting dramatic texts
- to learn to appreciate and interpret characters in students' drama performance
- to transfer knowledge and skills to teachers who will help to further develop the drama curriculum (*It is expected that 200 students will be involved in the training each year. Five English teachers will be involved in this training so that they can acquire the skills of running drama lessons through observation. They will then share the pedagogy in the English panel. Learning English through drama will first start with S.2 in 07-08, and S.2 in 08-09 and S.2 in 09-10.)
- Two English teachers will be involved in this training so that they can acquire the skills of developing drama learning for a sharing of experience in the English panel.

(C) Targets to be attained

- It is expected that there will be a 3% increase in the HKCEE English passing rate by 2008.
- It is expected that there will be a 5% increase in the credit rate in the HKCEE by 2009.
- There will be a 5% increase of the basic competence in speaking in TSA by 2008.
- Students' common language problems in English writing in examinations across the curriculum can be addressed with the collaboration of subject content teachers and English language teachers.
- S.1 students can develop their habit of using the English Learning Centre in which they can learn English in a lively manner and self-access learning takes place. They will at least participate in a teacher-led or a self-access learning activity at the English Learning Center each month.
- There will be a development of the culture of professional sharing across the curriculum.
- There will be reflections on the present EMI teaching and plan action for further enhancement.
- To build on the experience of the S.1 pilot scheme involving English, Integrated Science and Geography teachers, teachers of English will collaborate with teachers of other key learning areas to work out the language curriculum plan.

(D) Budget

Measured / Activities to be Funded by the Scheme	Estimated Cost	Delivery Date (Month / Year)
(1) employment of a part time teacher	\$200,000	9/2007 – 8/2009
(2) professional services of part-time English native speaking tutor	\$187,000	2/2007 – 6/2009
(3) students’ publication (one issue each year)	\$10,000	9/2007 – 7/2012
(4) educational software programmes	\$24,000	9/2007 – 7/2010
(5) games, books, magazines and films	\$5,000	1/2007 – 7/2009
(6) professional services for developing drama	\$60,000	9/2007 – 7/2010
(7) students’ drama performance (for props, costumes and scripts)	\$4,000	9/2007 – 7/2011

Cashflow

	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
(1) employment of part-time teacher (0.5)		\$100,000	\$100,000			
(2) to hire services: English native speaking tutor	\$37,000 <i>(5 months)</i>	\$75,000 <i>(10 months)</i>	\$75,000 <i>(10 months)</i>			
(3) students’ publication		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
(4) educational software programmes		\$9,000	\$8,000	\$7,000		
(5) games, books and magazines, films	\$1,000	\$2,000	\$2,000			
(6) professional services for developing drama		\$20,000	\$20,000	\$20,000		
(7) students’ drama performance		\$1,000	\$1,000	\$1,000	\$1,000	
Sub-total	\$38,000	\$209,000	\$208,000	\$30,000	\$3,000	\$2,000
Total		\$490,000				

Signature of Supervisor/Principal*: _____

Name of Supervisor/Principal*: _____

Date: _____

**Please delete as appropriate.*

Additional Support for Secondary Schools Adopting English-medium Teaching
Progress Report for the period from January 2007 to August 2008
Immanuel Lutheran College

Part A: Implementation of the funded enhancement measures [Please refer to Part A of the *Notes on Completing the Progress Report.*]

Measures	(I) Extent of completing the measures [Please rate from 1 to 3] <i>(refer to Note (i) below, and put the figure in the brackets)</i>	(II) Extent of attaining the objective(s) stated in the approved proposal [Please rate from 1 to 4] <i>(refer to Note (ii) below, and put the figure in the brackets)</i>	(III) When any of the ratings awarded to (I) or (II) is below <u>“3”</u> , please explain briefly why so.
Professional development of teachers and facilitating students to learn English through drama:		(3)	
a) Employment of a part-time teacher to create room for 2 English teachers to re-design the present curriculum to enhance EMI teaching	(4)		

*The relevant evidence or documents, e.g. samples of students’ work, schemes of work, teaching/ learning packages, etc. should be kept for inspection and review purposes.

Note (i) 3 = Measures completed

2 = measures partially completed

1 = Measures not yet started

Note (ii) 4 = Objective(s) well met

3 = Objective(s) satisfactorily met

2 = Objective(s) marginally met

1 = Objective(s) not met

Measures	(I) Extent of completing the measures [Please rate from 1 to 3] <i>(refer to Note (i) below, and put the figure in the brackets)</i>	(II) Extent of attaining the objective(s) stated in the approved proposal [Please rate from 1 to 4] <i>(refer to Note (ii) below, and put the figure in the brackets)</i>	(III) When any of the ratings awarded to (I) or (II) is below “3”, please explain briefly why so.
b) Hiring professional services to equip teachers with knowledge and skills to develop the drama curriculum in school and teach drama to the S2 students	(3)		
Creating an English-rich language environment:		(3)	
c) Hiring a native English-speaking tutor to help teachers organize English language activities	(3)		
d) Publishing students’ writings in school magazines to promote English writing	(3)		

*The relevant evidence or documents, e.g. samples of students’ work, schemes of work, teaching/ Learning packages, etc. should be kept for inspection and review purposes.

Note (i): 3 = Measures completed

2 = measures partially completed

1 = Measures not yet started

Note (ii): 4 = Objective(s) well met

3 = Objective(s) satisfactorily met

2 = Objective(s) marginally met

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Measures	(I) Extent of completing the measures [Please rate from 1 to 3] <i>(refer to Note (i) below, and put the figure in the brackets)</i>	(II) Extent of attaining the objective(s) stated in the approved proposal [Please rate from 1 to 4] <i>(refer to Note (ii) below, and put the figure in the brackets)</i>	(III) When any of the ratings awarded to (I) or (II) is below “3”, please explain briefly why so.
e) Purchase of educational software programmes for the use in classrooms and the English Learning Centre	(3)		
f) Purchase of learning resources to be placed in the English Learning Centre	(3)		
g) Subsidizing students’ drama performance	(4)		

*The relevant evidence or documents, e.g. samples of students’ work, schemes of work, teaching/ Learning packages, etc. should be kept for inspection and review purposes.

Note (i): 3 = Measures completed 2 = measures partially completed 1 = Measures not yet started

Note (ii): 4 = Objective(s) well met 3 = Objective(s) satisfactorily met 2 = Objective(s) marginally met 1 = Objective(s) not met

Part B: Experience(s) gained from the implementation [Please refer to Part B of the *Notes on Completing the Progress Report.*]

- The deployment of supplementary teacher helped to create room for English teachers to design a language across programme to enhance EMI teaching. To achieve the goal, our school has set up a language across curriculum unit which helps to develop tailor made teaching materials in S.1 and S.2. This school year, the implementation of the language across the curriculum programs proceeds to the second phase. In the first term, the main foci of the S.1 materials were description of people and the use of ‘6W’, and ‘compare and contrast’ in S.2.
- The deployment of native English speaking tutors helped to lead after school English programmes to enhance students’ confidence in English. They also helped to train students with the skills for Speech Festival, to coach students to lead English mass programs and lead speaking/oral training groups. To better utilize their English proficiency, there should be more structural arrangement to boost students’ participation in the English activities in the English Learning Center.
- S.2 Students were given a drama workshop various basic drama skills such as voice training to prepare students to participate in a mini drama show. With the limited budget, students were given a fairly short training provided by drama professionals.

Part C: Overall rating [Please refer to Part D of the *Notes on Completing the Progress Report.*]

Parts A to C above being all taken into consideration, the overall rating on my school’s implementation of the Project so far is : **(2)**

[3 = Good 2 = Satisfactory 1 = Can be improved]

- End -

**Scheme on Additional Support for Schools Adopting English-medium Teaching
Immanuel Lutheran College
Report on Expenditure**

Notes for completing the table:

- (i) School needs to fill in the yellow boxes for the expenditures already paid up to 31 August 2008 and the blue boxes for expenditures of the concerned school year committed for payment .
(ii) School needs to fill in green boxes for the interest gained in each of the school years 2006/07 and 2007/08.
(iii) All input figures should be given up to two decimal places.

School Year	2006/07 (HKS)			2007/08 (HKS)			2008/09 (HKS)			2009/10 (HKS)			2010/11 (HKS)			2011/12 (HKS)			2012/13 (HKS)			2013/14 (HKS)			Total (Full payment) (HKS)		
	Latest approved cashflow (as at approval of 28.12.2006)	Expenditures paid	Expenditures committed	Latest approved cashflow (as at 28.12.2006)	Expenditures paid	Expenditures committed	Latest approved cashflow	Expenditures paid	Expenditures committed	Latest approved cashflow	Expenditures paid	Expenditures committed	Latest approved cashflow	Expenditures paid	Expenditures committed	Latest approved cashflow	Expenditures paid	Expenditures committed	Latest approved cashflow	Expenditures paid	Expenditures committed	Latest approved cashflow	Expenditures paid	Expenditures committed	Total approved cashflow (till current year)	Total expenditure (till current year)	
(A)	Latest approved cashflow (HKS) (as at approval of 28.12.2006)	38,000.00		209,000.00			208,000.00			30,000.00			3,000.00			2,000.00			0.00			0.00			490,000.00		
(B)	Expenditure on approved measures	Latest approved cashflow (as at 28.12.2006)	Expenditures paid	Expenditures committed	Latest approved cashflow (as at 28.12.2006)	Expenditures paid	Expenditures committed	Latest approved cashflow	Expenditures paid	Expenditures committed	Latest approved cashflow	Expenditures paid	Expenditures committed	Latest approved cashflow	Expenditures paid	Expenditures committed	Latest approved cashflow	Expenditures paid	Expenditures committed	Latest approved cashflow	Expenditures paid	Expenditures committed	Latest approved cashflow	Expenditures paid	Expenditures committed	Total approved cashflow (till current year)	Total expenditure (till current year)
	a) Employment of a part-time teacher to create room for 2 English teachers to re-design the present curriculum to enhance EMI teaching	N.A.	N.A.	N.A.	100,000.00	100,000.00	0.00																		#####	100,000.00	
	b) Hiring professional services to equip teachers with knowledge and skills to develop the drama curriculum in school and teach drama to the S2	N.A.	N.A.	N.A.	20,000.00	20,000.00	0.00																		20,000.00	20,000.00	
	c) Hiring a native English-speaking tutor to help teachers organize English language activities	37,000.00	36,575.00	0.00	75,000.00	75,000.00	0.00																		#####	111,575.00	
	d) Publishing students' writings in school magazines to promote English writing	N.A.	N.A.	N.A.	2,000.00	2,100.00	0.00																		2,000.00	2,100.00	
	e) Purchase of educational software programmes for the use in classrooms and the English Learning Centre	N.A.	N.A.	N.A.	9,000.00	7,100.10	0.00																		9,000.00	7,100.10	
	f) Purchase of learning resources to be placed in the English Learning Centre	1,000.00	1,005.00	0.00	2,000.00	1,722.20	0.00																		3,000.00	2,727.20	
	g) Subsidizing students' drama performance	N.A.	N.A.	N.A.	1,000.00	1,020.60	0.00																		1,000.00	1,020.60	
	Subtotal of expenditures (up to 31 August of the school year)		37,580.00	0.00	206,942.90	0.00		0.00	0.00		0.00		0.00		0.00		0.00		0.00							244,522.90	
	(I) Total approved cashflow / (II) Total expenditures (up to 31 August of the school year)	38,000.00		37,580.00	209,000.00		206,942.90	0.00		0.00		0.00		0.00		0.00		0.00		0.00				0.00	0.00	#####	244,522.90
(C)	Underspending/(overspending) for the school year (= (A)-(B)(II))			420.00			2,057.10																				2,477.10
(D)	Interest gained, if any, in school designated account of the Scheme			0.00			2,926.17																				2,926.17
(E)	Balance of cashflow for the school year (= (C)+(D))			420.00			4,983.27			0.00			0.00						0.00								--
(F)	Cumulative funding in hand=(Full payment)-(BII)+(D)			452,420.00			248,403.27																				--

Remarks :
N.A. - Not applicable as school does not apply for the funding

Signature of Supervisor : _____

Name of Supervisor : Mr. Szeto King Pui Albert

Name of School : Immanuel Lutheran College

Name of Contact Person : Ms Ho Hang Sim

Date : 15th October 2008

Tel. No. : 26673129

(Please print out the completed report, sign and return)

Clauses in the Performance Contract pertinent to the completion of this report

- (1) Clause 3.2:
All the interests earned on monies in the Designated Account shall form part of the Funds and shall be used for the sole purpose of the Project in accordance with the terms of this Contract.
- (2) Clauses 4.7 and 4.8:
4.7 The Participant undertakes to use the Funds for the stated purposes of the Project only and in accordance with the Budget outlined in the Approval-in-Principle and on the basis that any internal virement between the Budget items should only be between the approved items of the Budget and must not exceed 5% of the approved cashflow for that particular school year within the Project Period.
4.8 The Participant shall obtain the prior written approval of the Government for any proposed reallocation between the budget items which exceeds the amount stipulated in clause 4.7.

Automatically generated expenditure figures for official use only

	School year	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	Total
(A)	Latest approved cashflow	38,000.00	209,000.00	208,000.00	30,000.00	3,000.00	2,000.00	0.00	0.00	490,000.00
(B)	Expenditure for the school year	37,580.00	206,942.90	0.00	0.00	0.00	0.00	0.00	0.00	244,522.90
(C)	Underspending/(Overspending) against approved cashflow (= (A) - (B))	420.00	2,057.10	0.00	0.00	0.00	0.00	0.00	0.00	2,477.10
(D)	% underspending / (overspending) ((C)/(A)x100)	1.11	0.98	0.00						--
(E)	Balance of cashflow for the school year((C)+Interest)	420.00	4,983.27	0.00	0.00	0.00	0.00	0.00	0.00	--
(F)	Cumulative funding in hand	452,420.00	248,403.27							--