

SALEM-Immanuel Lutheran College
Plan on Use of Capacity Enhancement Grant (2014/2015)

I. Objectives

1. to employ part-time personnel and to adopt strategies to cater for diverse learning needs.
2. to employ additional teachers in non-subvented terms to relieve workload of language teachers so that they can concentrate on the development of effective learning and teaching strategies.
3. to employ teaching assistants to help relieving teachers' non teaching responsibilities (e.g. camp liaison, transportation liaison, data entry, record filing and teacher substitution)

II. Strategies

Project 1

- Running enhancement programmes for gifted students and remedial programmes for underachievers

Programmes

(I) Subsidizing Pull-Out Elite Programs

for S.1 – S.5 students throughout the school year

(II) Math Olympics Training Classes

for S.1 – S.3 students throughout the school year

(III) Mentoring Scheme for High-flyers and Underachievers in Mathematics

for S.1 – S.3 students throughout the school year

(IV) Study Skills Workshops for Elite & Underachievers

for S.1 – S.3 students in September and October 2014

(V) Remedial Classes for Underachievers in Chinese Language

for S.1 – S.3 students throughout the school year

(VI) Remedial Classes for Underachievers in English Language

for S.1 – S.3 students throughout the school year

(VII) Foundational Classes for Underachievers in Liberal Studies

for S.5 – S.6 students throughout the school year

(VIII) Summer Foundation Classes for Underachievers in Core Subjects

for S.1 – S.3 students in the summer holiday (2015)

Estimated expenditure

(I) Tuition fee for Elite Programmes Provided by External Agents:	\$ 30,000
(II) Trainer fee for Math Olympics Classes:	\$ 10,000
(III) Prizes for Mathematics Mentoring Scheme:	\$ 1,000
(IV) Tutor fee for Study Skills Workshops:	\$ 6,000
(V) Tutor fee for Chinese Remedial Classes:	\$ 10,000
(VI) Tutor fee for English Remedial Classes:	\$ 10,000
(VII) Tutor fee for Liberal Studies Foundational Classes:	\$ 6,000
(VIII) Tutor fee for Summer Foundation Classes:	\$ 18,000

Total expenditure: \$ 91,000

Project 2

- Hiring of teachers in non-subvented terms

Objectives

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

Qualification required

university graduates with relevant professional training

No. of teachers

0.5 English teacher

Employment terms

- on contract basis
- salary per month , including MPF, \$24,450

Estimated expenditure

$\$24,450 \times 12 \times 0.5 = \$146,700$

Project 3

- Hiring of teaching assistant

Objectives

- to help releasing teachers non-teaching activities e.g. collecting fees and reply slips,
- to help preparing teaching materials
- to help teachers in curriculum development such as in project work and activity organization
- to help substituting classes if necessary, not more than 20 periods a week
- to help invigilation work in tests/examinations

Qualification required

university graduates or post-secondary diploma holders

No. of assistants

1

Employment terms

- on contract basis
- salary per month, including MPF, \$10,290

Estimated expenditure

$\$10,290 \times 12 = \$123,480$

Project 4

- Hiring of assistant clerk
 - to help releasing teachers non-teaching activities e.g. collecting data and making records,
 - to help making displays for school programmes,

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- to help preparing student learning materials,
- to help invigilation work in tests/examinations

Qualification required

graduate from secondary education with relevant training

No. of assistants

1

Employment terms

- on contract basis
- salary per month, including MPF, \$8,400

Estimated expenditure

$\$8,400 \times 12 = \$100,800$

III. Overall Estimate

Total estimate of the above 4 projects is **\$461,980** and the CEG of current school year is \$557,148. There is a surplus of \$95,168 which will be carried forward to next school year.

IV. Evaluation

Individual projects will be evaluated as follows:

	Performance Indicators	Assessment Mechanism	Person-in-charge
Project 1	Students enrolled in each of the classes have an average of 80% attendance; 75% of the students 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.	Leung KY
Project 2	Substantial workload in the administration of SBA/TSA is reduced.	Evaluated in Eng/Chi panel meetings	Ho HS
Project 3 & 4	Teachers’ workload will be relieved substantially.	Evaluated in Administrative Council meetings	VP