

**The Hong Kong Institute of Education Jockey Club Primary School
2015-2016
Plan on Use of Capacity Enhancement Grant**

Means by which teachers have been consulted: Staff Meeting

No. of operating classes: 18

CEG for 2015-2016 : \$535,550

Proposed budget for 2015-2016 : \$535,494

Focus of school development :

1. Further enhance teaching and learning effectiveness and improve students' academic performances.
2. Deepen the development of self-learning habit and ability to promote students' life-long learning.
3. Focus on value education to develop students' positive personal qualities.

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Evaluation Method(s)	People Responsible
1.Enhancing students' English language proficiency	Develop school-based programmes to enhance English learning and teaching	<ul style="list-style-type: none"> ♦ Implement PLPR/W in Key Stage I to arouse students' interest in reading English books and develop their reading and writing skills ♦ Implement P.4 school-based reading and writing workshops to enhance students reading and writing skills 	<ul style="list-style-type: none"> ♦ The NET, level English teachers and classroom assistant work collaboratively to support the development of reading and writing in students. ♦ Home reading and guided reading programme help develop students' reading ability 	Whole year	Purchase of reading materials and stationery for PLPR/W and school-based reading and writing workshops. \$14700	Enhancement of students' reading level.	Assessment of students' reading level.	English Panel Chair-person and the NET
					Total :\$ 14 700			

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2. Relieving teachers' workload to provide teachers with time to focus on co-planning and collaboration among teachers.	Relieve teachers from non-teaching duties such as administration work and duty roster	<ul style="list-style-type: none"> ♦ Assist teachers to monitor students in the library during recess ♦ Assist PLPRW lessons ♦ Assist teachers to prepare teaching materials and aids ♦ Assist in organizing extra-curricular activities for students.. 	Provision of more time for teachers to conduct co-planning and lesson observation	Whole year	Salary for Teaching Assistant \$12 799.5 per month (including 5% MPF) for 12 months, i.e. \$12 799.5 x 12 = \$153 594	Enhance the collaboration among teachers due to an alleviation of teachers' administrative workload.	Teachers' feedback	Vice-Principal
					Total: \$ 153 594			

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Evaluation Method(s)	People Responsible
3. Creating an interactive and collaborative e-Learning environment in school	<ul style="list-style-type: none"> ♦ Commitment for the enhancement of e-Learning environment. ♦ Maintain IT network and equipment to facilitate e-Learning 	<ul style="list-style-type: none"> ♦ To assist in the setting up of e-Learning infrastructure. ♦ To provide students with extra support for 'e-Bag' projects. ♦ To assist teachers in developing e-teaching materials. 	<ul style="list-style-type: none"> ♦ IT equipment readily repaired. ♦ The running of e-Bag classes go on free of technical interruption. ♦ Computer room opened for students at all recesses, lunchtime and after school hour. 	Whole year	Salary for 2 Technical Support Staffs TSS 1 \$21 000 per month (including 5% MPF) for 12 months*, i.e. $\$21\,000 \times 12 = \$252\,000$ TSS 2 \$8 925 - \$3 000* per month (including 5% MPF) for 12 months*, i.e. $\$5\,925 \times 12 = \$71\,100$ Total : \$323 100	The equipment downtime is reduced, and students in all classes including 'e-Bag' and 'BYOD' classes can access the computer for searching of information and task assignment anytime at school smoothly.	Teachers' feedback	e-Learning Team Leader and IT Panel Chair-person

*TSS 2 is employed under the Youth Employment and Training Programme (YETP). A monthly training subsidy of \$3,000 will be paid to the employers for engaging a trainee during on-the-job training period by the Programme Office.

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Evaluation Method(s)	People Responsible
4. Satisfy the financial and management requirements of both EDB and The HKIED.	Keep the management account and audit procedures properly.	<ul style="list-style-type: none"> ♦ Handle school's full set account for EDB and HKIED. ♦ Monitor the income & expenditure. 	<ul style="list-style-type: none"> ♦ The financial matter is well-managed. ♦ The resources are used effectively. 	Whole year	Allowance for Assistant Clerical Officer \$3 675 per month (including 5%MPF) for 12 months*, i.e. $\$3\,675 \times 12 = \$44\,100$	The financial and budget report is prepared properly	Feedback from school auditor and The HKIED Financial Office.	Vice-Principal
					Total : \$44 100			

Proposed budget:

\$ 14 700
\$ 153 594
\$ 323 100
 +) **\$ 44 100**

Grand Total \$ 535,494