

**The Education University of Hong Kong Jockey Club Primary School
2017-2018
Plan on Use of Capacity Enhancement Grant**

Means by which teachers have been consulted: Staff Meeting

No. of operating classes: 22

CEG for 2017-2018 : \$674,704

Proposed budget for 2017-2018 : \$591,200

Focus of school development :

1. Further enhance curriculum development, including the integration of information technology in teaching and learning.
2. Enhance students' language proficiency and deepen the development of self-learning skills to promote life-long learning attitude.
3. Focus on value education to develop students' personal attributes.

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Evaluation Method(s)	People Responsible
1.Enhance 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 	<ul style="list-style-type: none"> ♦ The NET, level English teachers and classroom assistant work collaboratively to support the development of the reading and writing programme ♦ 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 \$15,000	Enhancement of students' reading level	Assessment of students' reading level by Reading Benchmark Kit	English Panel Chair-person and the NET
					Total :\$ 15,000			

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Evaluation Method(s)	People Responsible
2. Enhance students' Chinese reading skills and strategies	Development of school-based programmes to enhance students' Chinese reading and writing skills	<ul style="list-style-type: none"> ♦ Integrate Chinese reading materials in the Library lessons ♦ Make use of Chinese training kits designed to enhance students' reading skills and strategies 	<ul style="list-style-type: none"> ♦ Further enhance the quality of the teaching materials for the Library lessons ♦ Students can apply the Chinese reading skills and strategies to other subjects 	Whole year	Purchase of reading materials for Library lessons \$20,000	Enhancements of students' comprehension and writing skills	Teachers' feedback on students' performance in Chinese reading skills and strategies	Library Lesson Panel Chair-person and Chinese Panel Chair-person
					Total :\$ 20,000			
3. 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 PLPR/W lessons ♦ Assist teachers to prepare teaching materials and aids ♦ Assist in organizing extra-curricular activities for students 	<ul style="list-style-type: none"> ♦ Provision of more time for teachers to conduct co-planning and lesson observation 	Whole year	Salary for 2 Teaching Assistants TA 1 \$12,075 per month (including 5% MPF) for 12 months, i.e. \$12,075 x 12 =\$144,900 TA 2 \$12,600 per month (including 5% MPF) for 12 months, i.e. \$12,600 x 12 =\$151,200	Enhance the collaboration among teachers due to an alleviation of teachers' administrative workload	Teachers' feedback	Admin Team
					Total:\$ 296,100			

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Evaluation Method(s)	People Responsible
4. Create an interactive and collaborative e-Learning environment in school	<ul style="list-style-type: none"> ♦ Enhancement of e-Learning environment ♦ Maintain IT network and equipment to facilitate e-Learning 	<ul style="list-style-type: none"> ♦ Assist in the setting up of e-Learning infrastructure ♦ Provide students with extra support for 3 e-Bag classes ♦ Assist teachers in developing e-Learning materials 	<ul style="list-style-type: none"> ♦ IT equipment readily repaired ♦ The running of e-Bag classes is free of technical interruption ♦ Computer room opened for students at all recesses, lunchtime and after school 	Whole year	Salary for 2 Technical Support Staff TSS 1 \$13,650 per month (including 5% MPF) for 12 months, i.e. \$13,650 x 12 = \$163,800 TSS 2* (\$11,025 - \$3,000) per month (including 5% MPF) for 12 months, i.e. \$8,025 x 12 = \$96,300	The equipment downtime is reduced Students in all classes can access the computer for searching of information and task assignment anytime at school	Teachers' feedback	e-Learning Team Leader and IT Panel Chair-person
					Total : \$260,100			

*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.

Proposed budget 1718:

\$ 15 000
 \$ 20 000
 \$ 296 100
 \$ 260 100

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Grand Total \$ 591 200