

**The Education University of Hong Kong Jockey Club Primary School
2018-2019
Plan on Use of Capacity Enhancement Grant**

Means by which teachers have been consulted: Staff Meeting

No. of operating classes: 24

CEG for 2018-2019 : \$750,226

Proposed budget for 2018-2019 : \$613,900

Item	Details	Time Frame	Budget	Evaluation Criteria (Indicator)	Responsible Party
1. Enhance students' language proficiency	<p>Implement PLPR/W in Key Stage I and Reading Workshops in Key Stage 2 to arouse students' interest in reading English books and develop their reading and writing skills</p> <p>The NET, level English teachers and classroom assistant work collaboratively to support the development of the reading and writing programme</p> <p>Home reading and guided reading programme help develop students' reading ability</p>	Whole year	<p>Purchase of reading materials and stationery for PLPR/W and school-based reading and writing workshops</p> <p>\$25,000</p>	Assessment of students' reading level using the Reading Benchmark Kit	English Panel Chairperson and the NET
			Total :\$ 25,000		

Item	Details	Time Frame	Budget	Evaluation Criteria (Indicator)	Responsible Party
2. Relieve teachers' workload so that teachers can concentrate on curriculum development	<p>Assist teachers to monitor students in the library during recess</p> <p>Assist PLPR/W lessons</p> <p>Assist teachers to prepare teaching materials and aids</p> <p>Assist in organizing extra-curricular activities for students</p>	Whole year	<p>Salary for 2 Teaching Assistants</p> <p>\$15,000 per month for 1 TA (including 5%MPF) for 12 months, i.e. $\\$15,750 \times 12 \times 2 = \\$378,000$</p>	Enhance the collaboration among teachers due to an alleviation of teachers' administrative workload	Administration Team
			Total :\$ 378,000		
3. Integrate information technology in teaching	<p>Assist in the setting up of e-Learning infrastructure</p> <p>Provide students with extra support for 3 e-Bag classes</p> <p>Assist teachers in developing e-Learning materials</p>	Whole year	<p>Salary for 1 Technical Support Staff</p> <p>TSS 1 $\\$14,000$ per month (including 5%MPF) for 12 months, i.e. $\\$14,700 \times 12 = \\$176,400$</p>	<p>The equipment downtime is reduced</p> <p>Students in all classes can access the computer to search for information and complete task assignment anytime at school</p>	<p>e-Learning Team Leader</p> <p>IT Panel Head</p>
			Total :\$ 176,400		

Item	Details	Time Frame	Budget	Evaluation Criteria (Indicator)	Responsible Party
4. Others: Enhance students' learning experience	Build up learning and teaching resources Make use of internal and external resources to organize learning activities	Whole year	Purchase of learning and teaching materials and cost of arranging learning activities \$34,500	Enhancement of students' learning experience	Curriculum Development Team Life-Wide Learning Team
			Total :\$ 34,500		

Proposed budget 1819:

\$ 25,000
 \$ 176,400
 \$ 378,000
 \$ 34,500

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Grand Total \$ 613,900