

**Plan on Use of Capacity Enhancement Grant for 2020-21**

**Name of School: Tsung Tsin Christian Academy**

**No. of operating classes: 31**

<b>Task Area</b>	<b>Implementation Plan</b>	<b>Benefits Anticipated</b>	<b>Resources Required</b>	<b>Time Scale</b>	<b>Method of Evaluation</b>	<b>Person-in-charge</b>
<ul style="list-style-type: none"> <li>● Supporting the daily work of both academic &amp; non-academic affairs</li> </ul>	To employ one administrative assistant	<ul style="list-style-type: none"> <li>● To help running the daily detention class and substituting teachers who are absent</li> <li>● To help data entry and filing of records</li> <li>● To organize spiritual cultivation groups to help students' growth</li> <li>● To support the school in running big events such as Sports Day, Swimming Gala, Parents Day, etc.</li> </ul>	230,000	1 year	<ul style="list-style-type: none"> <li>● A review of non-teaching staff appraisal</li> <li>● Daily observation</li> </ul>	Ms. Ng Wing Chee
<ul style="list-style-type: none"> <li>● Enhancing the development of extra-curricular activities</li> </ul>	To employ one administrative assistant	<ul style="list-style-type: none"> <li>● To prepare folders, related documents for running different clubs and teams</li> <li>● To help data entry and filing of records</li> <li>● To help the liaison &amp; logistics of instrumental classes &amp; music teams</li> <li>● To support the school in running big events such as Sports Day, Swimming Gala, Parents Day, etc.</li> </ul>	280,000	1 year	<ul style="list-style-type: none"> <li>● A review of non-teaching staff appraisal</li> </ul>	Ms. Ng Wing Chee Mr. Tam Kwan Cheung
<ul style="list-style-type: none"> <li>● IT in learning and teaching</li> </ul>	To employ one IT Assistant	<ul style="list-style-type: none"> <li>● To help with the daily administration, operation and management of the IT &amp; AV equipment</li> </ul>	270,000	1 year	<ul style="list-style-type: none"> <li>● Systematic record produced</li> </ul>	Mr. Kwan Wai Kin

Total: 780,000