

Plan on Use of Capacity Enhancement Grant for 2018-19

Name of School: Tsung Tsin Christian Academy

No. of operating classes: 30

Task Area	Implementation Plan	Benefits Anticipated	Resources Required	Time Scale	Method of Evaluation	Person-in-charge
● Supporting the daily work of Christian Values Education	To employ 1 Religious TA	<ul style="list-style-type: none"> ● To help the daily operation of school's religious affairs ● To help data entry and filing of records ● To teach Christian Ethics classes ● To organize spiritual cultivation groups to help students' growth ● To support the school in running big events such as Sports Day, Swimming Gala, Parents Day, etc. 	280,000	1 year	<ul style="list-style-type: none"> ● A review of non-teaching staff appraisal ● Maintain a smooth daily operation of Christian Values Education 	Ms. Ng Wing Chee Mr. Cheung Chiu Hang
● Enhancing the development of Extra-curricular activities	To employ 1 Programme Assistant	<ul style="list-style-type: none"> ● To prepare folders, related documents for running different clubs and teams ● To help data entry and filing of records ● To help the liaison & logistics of instrumental classes & music teams ● To support the school in running big events such as Sports Day, Swimming Gala, Parents Day, etc. 	280,000	1 year	<ul style="list-style-type: none"> ● A review of non-teaching staff appraisal ● Maintain a smooth operation of extra-curricular activities 	Ms. Ng Wing Chee Mr. Tam Kwan Cheung
● IT in learning and teaching	To employ 1 IT Assistant	<ul style="list-style-type: none"> ● To help with the day-to-day administration, operation and management of the IT & AV equipment 	270,000	1 year	<ul style="list-style-type: none"> ● Maintain the smoothness usage of IT & AV in running school activities(both inside & outside classroom) ● Systematic record produced 	Mr. Kwan Wai Kin

Total: 830,000