

Plan on Use of Capacity Enhancement Grant for 2021-22

Name of School: Tsung Tsin Christian Academy

No. of operating classes: 31

Task Area	Implementation Plan	Benefits Anticipated	Resources Required	Time Scale	Method of Evaluation	Person-in-charge
<ul style="list-style-type: none"> ● Supporting the daily work of both academic & non-academic affairs 	To employ one administrative assistant	<ul style="list-style-type: none"> ● To help running the daily detention class and substituting teachers who are absent ● To help data entry and filing of records ● 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. 	290,000	1 year	<ul style="list-style-type: none"> ● A review of non-teaching staff appraisal ● Daily observation 	Mr. Ng Ka Ho
<ul style="list-style-type: none"> ● Enhancing the development of extra-curricular activities 	To employ one administrative 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. 	241,000	1 year	<ul style="list-style-type: none"> ● A review of non-teaching staff appraisal 	Mr. Ng Ka Ho
<ul style="list-style-type: none"> ● IT in learning and teaching 	To employ one IT Assistant	<ul style="list-style-type: none"> ● To help with the daily administration, operation and management of the IT & AV equipment 	290,000	1 year	<ul style="list-style-type: none"> ● Systematic record produced 	Mr. Kwan Wai Kin

Total: 821,000