

Report on Use of Capacity Enhancement Grant for 2019-20

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 Christian Values Education 	To employ one 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. 	137,640	1 year	<ul style="list-style-type: none"> ● A review of non-teaching staff appraisal 	Ms. Ng Wing Chee Mr. Cheung Chiu Hang
<ul style="list-style-type: none"> ● Enhancing the development of Extra-curricular activities 	To employ one 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. 	180,000	1 year	<ul style="list-style-type: none"> ● A review of non-teaching staff appraisal 	Ms. Ng Wing Chee Mr. Tam Kwan Cheung
<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 day-to-day administration, operation and management of the IT & AV equipment 	180,000	1 year	<ul style="list-style-type: none"> ● Systematic record produced 	Mr. Kwan Wai Kin

Total: 497,640