

Report on Use of Capacity Enhancement Grant for 2020-21

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. 	152,655	1 year	<ul style="list-style-type: none"> A review of non-teaching staff appraisal Daily observation 	Ms. Ng Wing Chee
<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. 	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 daily 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: 512,655