

## Plan on Use of Capacity Enhancement Grant for 2010-2011

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

**No. of operating classes: 28**

| Task Area  | Implementation Plan                                     | Benefits Anticipated  | Time Scale                         | Method of Evaluation  | Person-in-charge |
|--|---|---|------------------------------------|---|------------------|
| Pre-S1 Bridging Programme  | To employ 1 English teacher                             | To prepare new S1 students for an English learning environment  | Jul-Aug 2011                       | Assess students' ability to understand and use classroom English through tutors' and teachers' observation  | Ms. Kwan Oi Chu  |
|  | To employ 2 Integrated Science and Mathematics teachers | To prepare new S1 students for learning Integrated Science and Mathematics in an EMI environment  | Jul-Aug 2011                       | Students show motivation and confidence in learning Integrated Science and Mathematics in an EMI environment  | Ms. Kwan Oi Chu  |
| Curriculum development<br>Enhancing the learning effectiveness of students | To employ 2 TA  | <ul style="list-style-type: none"> <li>● To supervise detention class</li> <li>● To teach Mathematics remedial classes</li> <li>● To help data entry and filing of records</li> <li>● To help substituting classes</li> <li>● To help invigilation work</li> <li>● To prepare the Liberal Studies curriculum</li> </ul> | 1 year<br><br>1 year<br><br>1 year | <ul style="list-style-type: none"> <li>● A review of measures taken to relieve teachers' non-teaching workload</li> <li>● UT and assessment results analysis of the remedial classes</li> </ul> | Ms. Kwan Oi Chu  |
|  | To employ 1 assistant teacher                           | <ul style="list-style-type: none"> <li>● To teach regular lessons</li> <li>● To promote activities related to curriculum</li> <li>● To help in curriculum development such as project work and activity organization</li> </ul>   | 1 year                             | <ul style="list-style-type: none"> <li>● Questionnaire for teachers on their perceptions on task effectiveness</li> <li>● Students are generally more motivated to learn</li> </ul>             | Ms. Kwan Oi Chu  |
| Curriculum development   | To employ 1 librarian                                   | <ul style="list-style-type: none"> <li>● To promote the reading program</li> <li>● To help with the day-to-day administration, operation and management of the library</li> </ul>   | 1 year                             | <ul style="list-style-type: none"> <li>● Reading activities organized and activity evaluation</li> <li>● Maintain in the smooth running of the school library</li> </ul>                        | Ms. Chui Man Wai |

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|--|-------------------------------|---|----------------------|---|------------------|
| IT in learning and teaching                | To employ 1 IT technician     | <ul style="list-style-type: none"> <li>● To maintain the school intranet system</li> <li>● To enhance the school network system</li> <li>● To provide technical support to the daily operations of Campus TV</li> <li>● To help with the day-to-day administration, operation and management of the computer rooms</li> </ul> | 1 year<br><br>1 year | <ul style="list-style-type: none"> <li>● Maintain the smooth running of the school intranet and network system (Limited the down time of the system to 24 hours)</li> <li>● Programme of the Campus TV and activity evaluation</li> </ul> | Mr. Kwan Wai Kin |
| Enhancement of Extra-curricular activities | To employ 1 program assistant | <ul style="list-style-type: none"> <li>● To help with the administration, operators and management of the Extra-curricular activities</li> </ul>  | 1 year<br><br>1 year | <ul style="list-style-type: none"> <li>● Extra-curricular activities organized and activity evaluation</li> <li>● A review of measures taken to relieve teachers' non-teaching workload</li> </ul>  | Mr. Yim Kei Chu  |
| Clerical work                              | To employ 1 clerk             | <ul style="list-style-type: none"> <li>● To check reply slip from parents</li> <li>● To help with daily work at the general office</li> </ul>   | 1 year               | A review of measures taken to relieve teachers' non-teaching work-load  | Ms. Kwan Oi Chu  |