

# PLK HKTA Yuen Yuen Primary School



**Report for Capacity Enhancement Grant**

**2019/2020**



## Po Leung Kuk Hong Kong Taoist Association Yuen Yuen Primary School Report on Use of Capacity Enhancement Grant (2019 – 2020)

Means by which teachers have been consulted: Staff meeting

Task Area	Major area of concern	Time Scale	Strategies/Tasks	Benefit Anticipated	Success Criteria	Method	Resources	People Responsible
Recruitment of 2 Supporting Staff to relieve teaching staff from non-teaching duties	To reduce the workload of the teachers in general so that teaching can be more focused on catering for individual differences by using a student-centered teaching approach	From September 2019 onward till the end of the academic year	<ul style="list-style-type: none"> <li>• Assist in the stocking of teaching aids.</li> <li>• Assist in the preparing teaching aids and materials</li> <li>• Assist in the classroom activities</li> <li>• Saturday duties of school affairs</li> </ul>	Teachers overall workload relieved	Improved quality of teaching	Feedback on teaching and learning at year-end staff meeting	Salary of 2 Supporting Staff for 12 months and MPF contribution : = \$299,754.00	Ms Sanny Chan
Recruitment of 2 teacher assistants to relieve teaching staff from lesson substitution and administrative work	To reduce teachers' lesson substitution rate and administrative work.	From September 2019 onward till the end of the academic year	<ul style="list-style-type: none"> <li>• To employ 2 0.5 teacher assistants to substitute lessons when the teachers are sick and help the administrative work</li> </ul>	Teachers overall workload relieved	Relieved workload of teachers	Feedback on teaching and learning at year-end staff meeting	50% Salary of 2 Teacher assistants for 12 months and MPF contribution : = \$187,475.82	Ms Sanny Chan

Task Area	Major area of concern	Time Scale	Strategies/Tasks	Benefit Anticipated	Success Criteria	Method	Resources	People Responsible
Recruitment of 1 TSS to provide IT support for teaching staffs	To provide IT support for teaching staffs so that lessons and activities can be held smoothly	From September 2019 onward till the end of the academic year	<ul style="list-style-type: none"> <li>To employ 1 TSS at the start of the school year to provide IT support for teachers during lessons and activities.</li> </ul>	School activities and lessons can run smoothly.	Lessons and activities can be held smoothly with the IT support	Feedback on teaching and learning at year-end staff meeting	Salary of 1 TSS for 12 months and MPF contribution: =\$198,941.4	Ms Sanny Chan
Coping with the diverse and special learning needs of students with varied abilities	To reduce the workload of the teachers in general so that teaching can be more focused on catering for individual differences by using a student-centered teaching approach	From September 2019 onward till the end of the academic year	<ul style="list-style-type: none"> <li>To employ 1 Junior Teacher at the start of the school year to cope with the diverse needs of students and to assist teachers teaching students</li> </ul>	Teachers overall workload relieved	Improved quality of teaching and learning	Feedback on teaching and learning at year-end staff meeting	Salary of 1 Junior Teacher for 12 months and MPF contribution: =\$216,119.61	Ms Sanny Chan
Recruitment of supply teachers to substitute teachers who lead the overseas trip so as to relieve other teaching staffs' workload	To reduce teachers' lesson substitution rate during the period of overseas trips	From September 2019 onward till the end of the academic year	<ul style="list-style-type: none"> <li>To employ supply teacher to substitute the lessons for 7 times</li> </ul>	Teachers overall workload relieved	Reduce the rate of lesson substitution	Feedback on teaching and learning at year-end staff meeting	Salary of supply teacher for 7 times =\$13,432.00	Ms Sanny Chan

Budget:

Income:  $\$1,105.00 \times 783$  students (assume  $\$1,105$  per student per annum) =  $\$865,215.00$

Balance brought downward from previous year:  $\$56,645.23$

Expenditure: Recruitment of 2 Supporting Staff, 2 0.5Teacher Assistants, 1 TSS, 1 Junior Teacher and supply teacher for 7 times

$\$299,754.00 + \$187,475.82 + \$198,941.4 + \$216,119.61 + \$13,432.00 = \$915,722.83$

Balanced carry forward to next year:  $\$865,215.00 + \$56,645.23 - \$915,722.83 = \$6137.40$