

PLK HKTA YUEN YUEN PRIMARY SCHOOL

# Plan on Use of Capacity Enhancement Grant

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2021-2022



**PLK HKTA Yuen Yuen Primary School**  
**Plan on Use of Capacity Enhancement Grant (2021-2022 school year)**

Means by which teachers have been consulted: At staff meeting

Task Area	Major Area(s) of Concern	Time Scale	Strategies/Tasks	Benefit Anticipated	Success Criteria	Method	Resources	People Responsible
Recruitment of 2 Support Staff (SS)	To reduce the workload of the teachers on non-teaching work so that teachers can be more focused on teaching and lessons design	09/2021 - 08/2022	<ul style="list-style-type: none"> <li>Assist in stocking of teaching aids</li> <li>Assist in preparing teaching materials</li> <li>Assist in arranging classroom activities</li> <li>Assist in checking the attendance records of the ECAs</li> <li>Saturday duties of school affairs</li> </ul>	Teachers overall workload will be relieved	70% of teachers agree that the workload of the teachers has been reduced	Feedback on teaching and learning at the year-end staff meeting	Salary of 2 Support Staff for 12 months and MPF contribution: =\$320,418.00	Ms. Sunny Chan
Recruitment of 1 teacher assistant (TA)	To reduce teachers' lesson substitution rate and non-teaching duties of teachers		<ul style="list-style-type: none"> <li>Substitute lessons when teachers take leaves</li> <li>Assist in library lessons</li> <li>Assist in preparing teaching materials</li> </ul>				50% Salary of 1 Teacher assistant for 12 months and MPF contribution : =\$107,100.00	
Recruitment of 2 Information Technical Support Staff (ITSS)	To provide IT support for teaching staff so that lessons and activities can be held smoothly		<ul style="list-style-type: none"> <li>Provide IT support for teachers during lessons and activities</li> <li>Assist in managing school IT</li> </ul>				School activities and lessons will be able to run smoothly	

Budget:

Income:  $\$1,122.00 \times 780$  students (assume  $\$1,122$  per student per annum) =  $\$875,160.00$

Balance brought downward from previous year:  $\$0$

Expenditure: Recruitment of 2 Supporting Staff, 1 Teacher Assistant, 2 ITSS

$\$320,418.00 + \$107,100.00 + \$413,658.00 = \$841,176.00$

Balanced carry forward to next year:  $\$875,160.00 - \$841,176.00 = \$33,984$

\*The Plan on Use of Capacity Enhancement Grant (2021-2022 school year) is subject to IMC approval.\*