

## Plan on Use of Capacity Enhancement Grant in 2014-2015 School Year

Name of School: Christian and Missionary Alliance Sun Kei Secondary

Number of operating classes: 26

Means by which teachers have been consulted: Staff meeting (19 Aug 2014)

Total income (up to 19 Aug 2014): \$557,148.00 (Grant received for the year) + \$11,403.10 (Reserve\*) = \$568,551.10

Task Area	Major Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources required	Success Criteria	Method of Evaluation	People in charge
Curriculum Development	To support teachers in their daily work	Employing 3 supporting staff (1 Teaching Assistant for 6 months, 2 IT technicians for 12 months) to support teachers in lesson preparation, administrative work and IT usage	<ul style="list-style-type: none"> <li>▪ Teachers to be relieved of some of their non-teaching workload</li> <li>▪ Teachers to be relieved of some of the workload in preparing IT teaching materials</li> </ul>	Sept 2014-Aug 2015	Salaries for employing 3 supporting staff (including 5% MPF contribution): <b>\$547,968.00</b>	90% of the teachers agree that the support provided can reduce their workload and help them to apply IT in teaching	Teachers' feedbacks	Principal Poon, Vice-principal Tang
Reserve*					<b>\$11,403.10</b>			
Balance / (Deficit)					<b>9180.00</b>			
Total					<b>\$568,551.10</b>			

\* Fund set aside for Severance Payment / Long Service Payment