

**Plan on Use of Capacity Enhancement Grant in 2016-2017 School Year**

Name of School: Christian and Missionary Alliance Sun Kei Secondary school

Number of operating classes: 24

Means by which teachers have been consulted: Staff meeting (19 Aug 2016)

Total income: \$588,202.00

<b>Task Area</b>	<b>Major Concern</b>	<b>Strategies/Tasks</b>	<b>Benefits Anticipated</b>	<b>Time Scale</b>	<b>Resources required</b>	<b>Success Criteria</b>	<b>Method of Evaluation</b>	<b>People in charge</b>
Curriculum Development	To support teachers in their daily work	Employing 2 IT technicians to support teachers in lesson preparation, administrative work and IT usage (for 12 months)	<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 applying IT in teaching</li></ul>	Sept 2016-Aug 2017	Salaries for employing 2 supporting staff (including 5% MPF contribution): \$546,000.00	90% of the teachers agree that the support provided can help them to apply IT	Teachers' feedbacks	Principal Poon, Vice-principal Hui
*Balance					\$42,202.00			
Total					<b>\$588,202.00</b>			

\*Remark: Balance to be transferred to EOEBG