

Plan on Use of Capacity Enhancement Grant in 2017-2018 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 (18 Aug 2017)

Total income: \$599,381.00

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 2 supporting staff (1 Teaching Assistant, 1 IT technician) to support teachers in lesson preparation, administrative work and IT usage	<ul style="list-style-type: none"> Teachers to be relieved of some of their non-teaching workload Teachers to be relieved of some of the workload in preparing IT teaching materials 	Sept 2017-Aug 2018	Salaries for employing 2 supporting staff (including 5% MPF contribution): \$581,600.00	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 Hui
*Balance					\$17,781.00			
Total					\$599,381.00			

*Remark: Balance to be transferred to EOEBG