## DELIA (MAN KIU) ENGLISH PRIMARY SCHOOL

### Plan on Use of Capacity Enhancement Grant in 2007-2008 School Year

<table>
<thead>
<tr>
<th>Task Area</th>
<th>Major Areas of Concern</th>
<th>Strategies / Tasks</th>
<th>Benefits Anticipated</th>
<th>Time Scale</th>
<th>Resources Required</th>
<th>Success Criteria</th>
<th>Methods of Evaluation</th>
<th>People Responsible</th>
</tr>
</thead>
</table>
| Curriculum and enhancement of students’ language competence | - Alleviate teachers’ work load in curriculum planning and preparing teaching materials  
- Enhance students’ learning interest and command of English and Chinese | Employ a teaching assistant:  
- Assist teachers in lesson planning  
- Help preparing teaching materials  
- Assist in the implementation of English & Chinese co-curricular activities  
- Train up students for joining Speech Festival  
- Organize homework tutorials  
- Assist teachers in the implementation of English & Chinese teaching activities  
- Help organizing & implementing Extensive Reading Scheme | - Teachers can focus more on curriculum planning & life-wide learning  
- Teachers have more time in designing more meaningful and effective teaching materials  
- Teachers can help more of those in need during leisure time  
- Teachers can arrange more often communication with parents | From September 2007 onward for 12 months | Salary per month $ 9,450 (including 5% MPF) for 12 months, total $ 113,400 | - Better arrangements in the organization of learning activities, e.g. in life-wide learning and project learning  
- Quality and quantity of teaching materials  
- Students’ are eager in joining Speech Festival  
- Updated record of students’ learning materials prepared  
- Students’ learning interest is raised in the above learning activities  
- Curriculum plans with learning and teaching strategies developed by the teachers  
- Evaluation report on students feedback on learning activities planned | - Better arrangements in the organization of learning activities, e.g. in life-wide learning and project learning  
- Quality and quantity of teaching materials  
- Students’ are eager in joining Speech Festival  
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- Evaluation report on students feedback on learning activities planned | Prefect of Studies |
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Salary paid for the year : $ 113,400
Remarks : Our school is responsible for the shortfall in salary payment

- Parents realize much better of their children’s performance of learning
- Parents support teachers and have strong conviction in their teaching methods

Signature of School Director : _________________________
Name of School Director: Cheng Ka Shun
## Delia (Man Kiu) English Primary School

### Plan on Use of the Additional Time-Limited Funding of Capacity Enhancement Grant in 2007-2008 School Year

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<tbody>
<tr>
<td>Teaching &amp; Learning</td>
<td>- Encourage and helping teachers to apply more effective information technology in teaching</td>
<td>- Employ an information technology assistant:</td>
<td>- Relieve teachers’ workload in IT preparation work</td>
<td>From September, 2007 onward for 12 months</td>
<td>Salary of the information technology assistant for the year $ 5,000 (including 5% MPF) for 12 months, total $ 60,000</td>
<td>- Quality and quantity of teaching materials prepared</td>
<td>Evaluation report on students’ feedback on the learning activities presented through IT</td>
<td>Prefect of Studies</td>
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<td>- Back up teachers using IT in teaching</td>
<td>- Teachers are encouraged and supported to use more IT in teaching</td>
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<td></td>
<td>- Percentage of teachers whose workload has been relieved to concentrate on curriculum development</td>
<td>Records of students’ learning performance</td>
<td></td>
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<td>- Provide technical support to teachers in preparing IT teaching materials</td>
<td>- Update, revising and developing learning materials based on students’ needs</td>
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<td>Appraisal of the Information Technology Assistant</td>
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<td></td>
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<td>- Assist teachers to implement IT activities</td>
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<td>- Repair and maintain all IT facilities in good condition</td>
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<td>- Provide more professional IT knowledge to teachers for more effective teaching</td>
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- **Resources Required**: Salary of the information technology assistant for the year $ 5,000 (including 5% MPF) for 12 months, total $ 60,000

- **People Responsible**: Prefect of Studies

- **Methods of Evaluation**
  - Evaluation report on students’ feedback on the learning activities presented through IT
  - Records of students’ learning performance
  - Appraisal of the Information Technology Assistant

- **Success Criteria**
  - Quality and quantity of teaching materials prepared
  - Percentage of teachers whose workload has been relieved to concentrate on curriculum development
### DELIA (MAN KIU) ENGLISH PRIMARY SCHOOL

**Plan on Use of the Additional Time-Limited Funding of Capacity Enhancement Grant in 2007-2008 School Year**

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| Students’ with learning difficulties | - Helping those students with learning difficulties and differences in learning Chinese | Employ a teaching assistant:  
- Organize tuitions and intervention programmes to cater for individual differences  
- Planning individual learning progress and writing up progress report  
- Preparing learning kit for revision at home (e.g. recording CDs) | - Alleviate teachers’ pressure in teaching students with much individual differences  
- Lessen the degree of individual differences in each class  
- Enhance students’ learning abilities and self confidence in learning Chinese | From September 2007 onward for 12 months | Salary of the teaching assistant for the year $ 5,000 (including 5% MPF) for 12 months, total $ 60,000 | Parents realize much better of their children’s learning performance  
Parents support teachers and have strong conviction in their teaching methods | - Students’ learning performance  
- Evaluation done in panel meetings | Prefect of Studies |  

Salary paid for the year : $ 120,000  
Remarks : Our school is responsible for the shortfall in salary payment

Signature of School Director: ________________________

Name of School Director: Cheng Ka Shun