

St. Catharine's School for Girls
Plan on Use of Capacity Enhancement Grant (2019-2020)

1. Objective

To relieve teachers' overburdening workload for:

- 1.1 Contributing to students' Chinese and English proficiency
- 1.2 Enhancing teachers' capacity to cater for diverse student needs and raise learning and teaching quality
- 1.3 Enriching students' learning opportunities with various means for sustainable progress

2. Grant Use

2.1 Task Areas:

- A. Curriculum development
- B. Enhancing students' language proficiency
- C. Catering for diverse and special learning needs of students with different abilities
- D. Student personal development to stretch their capabilities
- E. Non-professional work of teachers

3. Proposal

3.1 The proposals for different uses of the grant are as follows:

3.1.1 Enhancement Programme in Chinese

Teacher i/c: Ms. Ko FM (Chinese Panel Head)

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism
B	<ul style="list-style-type: none"> 提升學生口語表達、溝通技巧 	<ul style="list-style-type: none"> 全港系統性評估(中三)口語訓練 <ul style="list-style-type: none"> 聘請導師進行中三級口語訓練，以應付全港性系統評估 	<ul style="list-style-type: none"> 協助老師作繁瑣而龐大的口語能力訓練工作，俾使老師在有限的課堂更有效地進行全面的語文教學。 讓學生得到合理而有效的訓練，提升口語溝通能力。 	<ul style="list-style-type: none"> 三月底至四月中其中一個星期六(每生出席一節，每節 1.5 小時，合共 30 小時) 	<ul style="list-style-type: none"> 每小時\$180 (一節 1.5 小時，每位導師各負責四節，共 6 位導師) 共 36 小時 合共 \$6,480 	<ul style="list-style-type: none"> 能配合任教老師的教學進度完成說話訓練 同學能掌握小組討論技巧 	<ul style="list-style-type: none"> 觀課 學生的意見 老師的意見
B	<ul style="list-style-type: none"> 提升學生書面表達溝通技巧 提升創意思維 	<ul style="list-style-type: none"> 聘請大學／大專導師／創作人(有創作及教授新詩創作經驗)開辦創作班(新詩/散文/小說)(初中/高中/拔尖) 	<ul style="list-style-type: none"> 提升學生創作及運用語言能力。 協助老師拔尖、培訓尖子，減輕課堂以外的培訓工作，俾能專心發展校本課程。 引進專業知識，老師從旁學習，協助教師專業發展。 	<ul style="list-style-type: none"> 一班約 20 人 共 8 課，每堂 1.5 小時，共 12 小時 	<ul style="list-style-type: none"> 導師費每堂\$1,400 行政費 合共 \$11,200 	<ul style="list-style-type: none"> 創作作品 參加人數 觀察跟進 參加者日後在帶動校園創作文化的表現 	<ul style="list-style-type: none"> 觀課 問卷 評審作品
B	<ul style="list-style-type: none"> 提升學生表達及論述能力 提升學生思考及組織論點能力 	<ul style="list-style-type: none"> 參與校外辯論比賽、校內辯論比賽或訓練班 聘請導師協助負責老師訓練、教授及帶領辯論隊 	<ul style="list-style-type: none"> 協助應付辯論比賽前連續五、六日長時間的備戰過程，使老師能抽身完成其他中文科科組工作 讓學生能從有豐富比賽經驗的導師身上學習辯論的技巧 	<ul style="list-style-type: none"> 辯論隊約 10-15 人 一年約 3 場校外比賽及 2 次校內訓練。校外比賽前的訓練連同比賽時間共約 6 節，每節 2.5 小時。校內訓練每次 2 小時。校內外比賽及訓練時數共 49 小時。 	<ul style="list-style-type: none"> 導師每小時\$200 (分別兩位導師，輪流負責訓練) 每位導師大約負責 24.5 小時訓練，費用為 \$200 × 24.5=4,900 兩位合共\$4,900 +\$4,900 =\$9,800 	<ul style="list-style-type: none"> 參賽數目 參與學生人數 訓練出席率 比賽成績 	<ul style="list-style-type: none"> 觀課 學生的意見 老師的意見
Estimated Amount:					\$27,480.00		

3.1.2 Enhancement Programme in Mathematics

Teacher i/c: Mr. Tam YS (Mathematics Panel Head)

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism
C	<ul style="list-style-type: none"> Catering for diverse and special learning needs of students with different abilities 	<ul style="list-style-type: none"> Two 1.5-hour enrichment classes (around 40 students selected from F.1) will be held after school. 	<ul style="list-style-type: none"> The classes help to reduce learners' diversity and give further language support to participants. Teachers save more time for preparation for normal lessons. 	<ul style="list-style-type: none"> Both classes are held from Sept., 2019 to May, 2020 <ul style="list-style-type: none"> ➤ 1 lesson per week ➤ 15 lessons for the whole period 	<ul style="list-style-type: none"> For one enrichment class, salary of 1 tutor for 15 lessons: <ul style="list-style-type: none"> ➤ \$800/hour ➤ 1.5 hours/lesson ➤ 15 lessons ➤ Total = \$18,000 	<ul style="list-style-type: none"> Students in the class obtain professional training and acquire more useful techniques in solving problems related to their syllabus and competitions so as to enhance their competitiveness. 	<ul style="list-style-type: none"> Questionnaires will be given to students to evaluate both classes.
Estimated Amount:					\$36,000.00		

3.1.3 Training for Speech Festival (English)

Teacher i/c: Mr. Lau CC Michel (English Panel Junior Head)

Task Area*	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism
B & D	<ul style="list-style-type: none"> Speech Festival (Choral Speaking, Solo Verse Speaking and Dramatic Duologue) 	<ul style="list-style-type: none"> To employ two teachers to train students to prepare for the Speech Festival, both Choral Speaking and Solo Verse Speaking. 	<ul style="list-style-type: none"> To alleviate teachers' workload on training students for the Festival (normally each year there will be around 80 entries). 	<ul style="list-style-type: none"> 23rd Sept., to 30th Nov., 2019 Course 1: Providing training of Solo Verse Speaking for students in junior forms. (three days after school) Course 2: Providing training of Solo Verse Speaking for students in senior forms. (three days after school) Course 3: Providing training of Dramatic Duologue for junior form students Course 4: Providing training of Dramatic Duologue for senior form students. 	<ul style="list-style-type: none"> Course 1: \$600 × 1 hour 10 mins × 9 × 3 = \$18,900 Course 2: \$600 × 1 hour 10 mins × 9 × 3 = \$18,900 Course 3: \$600 × 1 hour 10 mins × 9 = \$6,300 Course 4: \$600 × 1 hour 10 mins × 9 = \$6,300 Total: \$18,900 + \$18,900 + \$6,300 + \$6,300 = \$50,400 	<ul style="list-style-type: none"> Students master the essence and techniques of reciting poems and perform in public. 	<ul style="list-style-type: none"> Observation, questionnaire and informal interview
Estimated Amount:					\$50,400.00		

3.1.4 Training for Speech Festival – Chinese

Teacher i/c: Ms. Ko FM (Chinese Panel Head)

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism
B & D	<ul style="list-style-type: none"> 朗誦訓練 	<ul style="list-style-type: none"> 聘請導師訓練參加校際朗誦節的同學 	<ul style="list-style-type: none"> 減輕老師訓練同學參加朗誦比賽的負擔 	<ul style="list-style-type: none"> 9/2019-11/2019 (共 8 堂，平均每星期一次，每次 1.5 小時) 進行訓練，共設兩班 (粵語、普通話各一) 	<ul style="list-style-type: none"> $\\$600 \times 1.5 \text{ 小時} \times 8 \times 2 = \\$14,400$ 	<ul style="list-style-type: none"> 同學能掌握誦材的感情、朗誦的技巧 	<ul style="list-style-type: none"> 口頭詢問 問卷 觀察
Estimated Amount:					\$14,400.00		

3.1.5 Training on Study Skills

Teacher i/c: Mr. Mak Yiu Kuen (Vice-principal – Academic)

Task Area*	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism
A & C	<ul style="list-style-type: none"> Training on Study Skills for Form One students 	<ul style="list-style-type: none"> To seek service from service provider to provide courses for all F.1 students on study skills. 	<ul style="list-style-type: none"> To alleviate teachers' workload on teaching students different study skills and strategies. 	<ul style="list-style-type: none"> 14, 21, 28 October 2019 Providing training on study skills for all F.1 students in the second week of Sept. 	<ul style="list-style-type: none"> \$36,000 for all F.1 classes Three sessions 1 hour and 10 minutes each 14, 21, 28 October 2019 	<ul style="list-style-type: none"> Students able to list out advantages of different study methods. 	<ul style="list-style-type: none"> Observation Questionnaire Informal interview
Estimated Amount:					\$36,000.00		

3.1.6 Tutorial Classes for F.1 to F.3 Students

Teacher i/c: Mr. Mak Yiu Kuen (Vice-principal – Academic)

Task Area*	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism
C	<ul style="list-style-type: none"> To cater for the learning needs of F.1, F.2 and F.3 students who failed to meet promotion criteria. To help them lay a good foundation. To educate them in small groups that help enhance their self-esteem. 	<ul style="list-style-type: none"> To employ 2 tutors to help conduct the tutorial classes after school every day. 	<ul style="list-style-type: none"> Academic performance of participating students improved. Self-esteem of the students be enhanced. 	<ul style="list-style-type: none"> From October 2019 to May 2020 	<ul style="list-style-type: none"> \$200 × 1.5 hours × 2 classes × 4 days × 16 weeks = \$38,400 	<ul style="list-style-type: none"> The students concerned attend all the lessons. The students concerned didn't submit homework on time The students improved in exam. 80% of the students find the tutorial classes helpful. 	<ul style="list-style-type: none"> Data of detention class and exams Student survey
Estimated Amount:					\$38,400.00		

3.1.7 Whole Person Development Programmes (Workshops and Camps)
Teacher i/c: Mrs. Wong KWK (Counselling Group Mistress)

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism
D	<ul style="list-style-type: none"> Pastoral Care Leadership training 	<ul style="list-style-type: none"> Responding to the work focus and the needs of the students, thematic seminars and workshops are to be organized. Leadership training program for 2019-20 GST members. 	<ul style="list-style-type: none"> Students are to acquire the knowledge in various aspects of personal development to enhance personal growth. Students are to gain a better understanding of oneself in context of relationships. Students are to gain a better understanding of mental health issues. 	<ul style="list-style-type: none"> Thematic talk for all F.1 to F.6. Workshops for F.1 to F.5 on relationship issues. Busking training and performance Leather-making workshop GST leadership training workshop 	<ul style="list-style-type: none"> \$2,000 \$1,600 × 25 classes = \$40,000 \$250 × 2 = \$500 \$800 \$5,000 	<ul style="list-style-type: none"> Students are able to have a positive attitude towards cooperation. Students are able to acquire certain knowledge in relationship with opposite sex, and in mental health issues. 	<ul style="list-style-type: none"> Evaluation forms completed by the participant Evaluation meeting Self-evaluation
Estimated Amount:					\$48,300.00		

3.1.8 Part-time Coaches for the School Teams (Badminton, Basketball, Volleyball, Handball, Table-tennis & Shuttlecock)
Teacher i/c: Miss Mo MF (P.E. Panel Head)

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism
C & D	<ul style="list-style-type: none"> To provide professional sports training to students. 	<ul style="list-style-type: none"> To employ one coach for each school team (basketball, badminton, handball, table-tennis, volleyball & shuttlecock) 	<ul style="list-style-type: none"> Teachers' workload in after-school training be released. 	<ul style="list-style-type: none"> Start from Sept., 2019 onward for one year 2 times per week 2 hours each time 	<ul style="list-style-type: none"> Basketball, Handball, Badminton & Volleyball Teams: \$15,000 × 4 teams = \$60,000 Table-tennis Team: \$8,000 Shuttlecock Team: \$4,100 	<ul style="list-style-type: none"> Performance in the inter-school sports competitions Students' performance in other sports competitions 	<ul style="list-style-type: none"> Observation by professional coaches supervised by teachers-in-charge Students' performance
Estimated Amount:					\$72,100.00		

3.1.9 Teacher Assistant

Teacher i/c: Mr. Mak Yiu Kuen (Vice-principal – Academic)

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism
A, D, E	<ul style="list-style-type: none"> To relieve teachers' workload from administration work 	Employ one teacher assistant <ul style="list-style-type: none"> To assist in holding enrichment programs and activities for students To do substitution work of teachers To help teachers with clerical work, i.e. word-processing, minutes, program plans, reports, tests and examination papers, handling quotations, transcription of purchase slips, etc To perform other duties as required 	<ul style="list-style-type: none"> Teachers' administrative workload will be released, with their time and energy better spent on teaching. Teachers would have more time in planning lessons and attending to individual student needs. 	<ul style="list-style-type: none"> From Sept 2019 to Aug 2020. 	<ul style="list-style-type: none"> (\$15,000 per month × 12 months + MPF) = \$189,000 	<ul style="list-style-type: none"> 80% of teachers agree that this post could help relieve their workload. 80% of teachers agree that this post should be opened continuously. 	<ul style="list-style-type: none"> Issuing questionnaires to gather feedback from teachers
Estimated Amount:					\$189,000.00		

3.1.10 Part-time Helpers

Teacher i/c: Mr. Mak Yiu Kuen (Vice-principal – Academic)

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism
E	<ul style="list-style-type: none"> To alleviate teachers' workload from non-teaching work. To keep good stock and inventory record of subject departments / functional groups. 	To recruit part-time helpers (F.6 graduates) to do the following tasks: <ol style="list-style-type: none"> To help teachers produce multi-media teaching aids; To help subject heads or functional groups update / upkeep teaching aids, special rooms, rooms, facilities, purchase items and inventory records, etc.; To help teachers handle / input data of examination papers, marks, comments; and To help teachers enter data and prepare resource materials. 	<ul style="list-style-type: none"> Integrating information technology into learning and teaching; Alleviating teachers from non-teaching work with a view to enhancing teachers' teaching professions and having more time to take care of students' holistic development; and Providing F.6 graduates with learning opportunities through helping teachers and enhancing their self-development. 	<ul style="list-style-type: none"> From May 2020 to Aug 2020 	<ul style="list-style-type: none"> \$23,040 for helpers' subsidy (\$80 per day × 12 days × 24) 	<ul style="list-style-type: none"> 80% of the teachers find these posts necessary and helpful. 80% of the teachers agree these posts be continued. 	<ul style="list-style-type: none"> Feedback from teachers concerned, especially subject heads and functional group heads
Estimated Amount:					\$23,040.00		