St. Catharine's School for Girls Plan on Use of Capacity Enhancement Grant (2018-2019)

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
В	• 提升學生口語 表達、溝通技 巧	全港系統性評估(中三)口語訓練▶ 聘請導師進行中三級口語訓練,以應付全港性系統評估	 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。 	個星期六(每生出席一節,每節1.5小時,合共30小時)	1.5 小時,每位導師	學進度完成說話訓練 • 同學能掌握小組討論	觀課學生的意見老師的意見
В	提升學生書面 表達溝通技巧提升創意思維	• 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)	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。	• 共 8 課,每堂 1.5 小時,	導師費每堂\$1,400行政費合共 \$11,200	• 參加人數	 觀課 問卷 評審作品
		•	,	Estimated Amount:	\$17,680	,	

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 & D	• To provide training for students with high potential and abilities in competitions related to Mathematics.	 One 1.5-hour enrichment class (around 20 students selected from F.1) will be held after school. One 1.5-hour Mathematical Olympiad class (around 20 students selected from F.2-3) will be held after school. 	 Students obtain more professional training. Teachers save more time for preparation for normal lessons. 	 Both classes are held from Sept., 2018 to Mar., 2019 ➤ 1 lesson per week ➤ Around 16 lessons for the whole period 	 Enrichment class: Salary of 1 tutor for 16 lessons: \$700/hour 1.5 hours/lesson 16 lessons Total = \$16,800 Mathematical Olympiad class: Salary of 1 tutor for 16 lessons: \$900/hour 1.5 hours/lesson 16 lessons Total = \$21,600 	• 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.	 Questionnair es will be given to students to evaluate both classes. Students' results in competitions will be evaluated.
		•	•	Estimated Amount:	\$38,400.00		

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	• Speech Festival (Choral Speaking, Solo Verse Speaking and Dramatic Duologue)	• To employ two teachers to train students to prepare for the Speech Festival, both Choral Speaking and Solo Verse Speaking.	To alleviate teachers' workload on training students for the Festival (normally each year there will be around 80 entries).	Providing training of Choral Speaking for a F.1 class. Course 2: Providing training of Solo Verse Speaking for students in junior forms. (three days after school) Course 3: Providing training of Solo Verse Speaking for students in senior forms. (three days after school) Course 4: Providing training of Dramatic Duologue for junior form students. Course 5: Providing training of Dramatic	 Course 1: \$600 × 1 hour 10 mins × 9 = \$6,300 Course 2: \$600 × 1 hour 10 mins × 9 × 3 = \$18,900 Course 3: \$600 × 1 hour 10 mins × 9 × 3 = \$18,900 Course 4: \$600 × 1 hour 10 mins × 9 = \$6,300 Course 5: \$600 × 1 hour 10 mins × 9 = \$6,300 Total: \$6,300 + \$18,900 + \$18,900 + \$6,300 + \$6,300 + \$6,300 = \$56,700 	Students master the essence and techniques of reciting poems and perform in public.	Observation, questionnaire and informal interview
		<u> </u>		Estimated Amount:	\$56,700.00	1	l

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	• 朗誦訓練	• 聘請導師訓練參加校 際朗誦節的同學	• 減輕老師訓練同學參加朗誦比賽的負擔	• 9/2018-11/2018 (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)	= \$14,400	• 同學能掌握誦材的感情、朗誦的技巧	
				Estimated Amount:	\$14,400		

3.1.5 Training on Study Skills

Teacher i/c: Miss Cheung TY (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	Training on Study Skills for Form One students	To seek service from service provider to provide courses for all F.1 students on study skills.	To alleviate teachers' workload on teaching students different study skills and strategies.	 12th Sept., to 14th Sept., 2018 Providing training on study skills for all F.1 students in the second week of Sept. 	 \$36,000 for all F.1 classes Three sessions 1 hour and 10 minutes each From 12th Sept. to 14th Sept. 2018 	Students able to list out advantages of different study methods.	 Observation Questionnaire Informal interview
			\$36,000.00		1		

3.1.6 Enhancement Programmes for F.1 to F.3 Students

Teacher i/c: Miss Cheung TY (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
С	• To cater for the	• To employ 2 tutors to	• The performance of these	• From mid-July, 2019	• \$1,500 per day × 10.5 days	The students	• Students'
	learning needs of	help conduct the	students in the core	to mid-August, 2019	× 2	concerned attend all	performance
	F.1, F.2 and F.3	enhancement	subjects be improved.		= \$31,500	the lessons and	 Observation
	students who	programmes.	• Learning needs of the			submit the	
	cannot meet the		students be catered for			assignments.	
	promotion criteria.		through small class			• Students' learning	
	• To help them lay a		teaching.			attitude be	
	good foundation		• Self-esteem of the			improved.	
	in the core		students be enhanced.			• 80% of the students	
	subjects.					find the	
	To educate them					enhancement	
	in small groups					programmes useful.	
	that help enhance						
	their self-esteem.						
		l	1	Estimated Amount:	\$31,500.00	<u>l</u>	

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	 Pastoral Care Leadership	Responding to the work focus and	Students are to acquire the knowledge in various	• Thematic talk for all F.1 to F.5.	• \$1,500 × 25 classes = \$37,500	Students are able to have a positive	Evaluation forms completed by the
	training	the needs of the year, thematic	aspects of personal development to enhance	Workshops for F.1	• \$4,000	attitude towards cooperation.	participant
		seminars and workshops are to	personal growth.	to F.5 on relational issues.		Students are able to acquire certain	Evaluation meeting
		be organized.	Students are to gain a better understanding of	GST leadership	• \$4,000	knowledge in relationship with	Self evaluation
		• Leadership training program for 2018-19 GST	oneself in context of relationships.	training workshop		opposite sex, and in mental health issues.	
		members is to be organized.	Students are to gain a better understanding of mental health issues.				
			mentai neatti issues.	\$45,500			

3.1.8 Activities for Students

Teacher i/c: Miss Lo KY (Co-curricular Activities 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	Aesthetic development	• To employ one instructor for the Dance Club.	• To cope with the diverse and special learning needs of students.	 Oct., 2018 – May, 2019 (Activity period, 1 hour/lesson, 16 lessons) Sept. – Nov., 2018 (Speech Day + Open Day extra practice, 1.5 hours/lesson, 12 	 \$600 × 17 lessons \$10,200 (Half subsidy = \$5,100) \$900 × 12 lessons \$10,800 	90% attendance of the members & good results in various competitions	 Questionnaires at the end of the year Performance of the club in various competitions
				lessons) • Oct., 2018 – Feb., 2019 (Dance Festival, 1 hour/lesson, 20 lessons)	 \$600 × 20 lessons \$12,000 (Half subsidy = \$6,000) Students: \$6,000 ÷ 14 students = \$429@ School subsidy total: 		
					\$5,100 + \$10,800 + \$6,000 = \$21,900		
С	• Catering students with diverse and special learning needs	• To employ one tutor for teaching Japanese.	To cope with the diverse and special learning needs of students.	• Oct., 2018 – May, 2019 (once a week, 50 min. /lesson, 16 lessons)	• \$650 (50 min.) × 16 lessons = \$10,400 (Half subsidy = \$5,200) Students: \$5,200 ÷ 25 students = \$208@	• 90% attendance of the members	• Questionnaires at the end of the year

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
С	Catering students with diverse and special learning needs	To employ one tutor for teaching Korean.	To cope with the diverse and special learning needs of students.	• Oct., 2018 – May, 2019 (once a week, 50 min./lesson, 16 lessons)	• \$650 (50 min.) × 16 lessons = \$10,400 (Half subsidy = \$5,200) Students: \$5,200 ÷ 25 students = \$208@	• 90% attendance of the members	Questionnaires at the end of the year
D	Physical development	• To employ one instructor for the Rope Skipping Team & Club.	To cope with the diverse and special learning needs of students.	• Sept., 2018 – July, 2019 (Once a week, 2 hours each time)	• \$500 × 2 hours × 26 weeks = \$26,000 (Half subsidy = \$13,000)	 90% attendance of the members Good results in various competitions 	 Questionnaires at the end of the year Performance of the team in various competitions
С	• Catering students with diverse and special learning needs	• To subscribe service from service providers for Health Club.	To cope with the diverse and special learning needs of students.	• Oct., 2018 – June, 2019 (once a week, 1.5 hour/lesson, 10 lessons)	• \$9,000 (Half subsidy = \$4,500) Students: \$4,500 ÷ 20 students = \$225@	• 90% attendance of the members	Feedback and comment by the teacher advisors
D	Aesthetic development	• To subscribe service from service providers for Photography Club.	To cope with the diverse and special learning needs of students.	• Oct., 2018 – June, 2019 (once a week, 1 hour/lesson, 10 lessons)	• \$900 × 10 lessons = \$9,000 (Half subsidy = \$4,500) Students: \$4,500 ÷ 20 students = \$225@	90% attendance of the members	Feedback and comment by the teacher advisors
<u> </u>			I	Estimated Amount:	\$54,300		1

3.1.9 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	• To provide professional sports training to the students.	• To employ one coach for each school team (basketball, badminton, handball, table-tennis, volleyball & Shuttlecock)	Teachers' workload in after-school training be released.	 Start from Sept., 2018 onward for one year 2 times per week 2 hours each time 	 Basketball, Handball, Badminton & Volleyball Teams: \$15,000 × 4 teams = \$60,000 Table-tennis Team: \$8,000 Shuttlecock Team: \$4,100 	 Performance in the inter-school sports competitions Students' performance in other sports competitions 	 Observation by professional coaches supervised by teachers-in-charge Students' performance
				\$72,100.00			

3.1.10 Teacher Assistant

Teacher i/c: Miss So WY (Vice-principal – General Administration)

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	To relieve	Employ one teacher assistant	• Teachers'	• From Sept., 2018	• (\$12,500 per month x 12	• 80% of teachers	• Issuing
	teachers	To assist in holding	non-professional	to Aug., 2019.	months + MPF)	agree that this post	questionnaires to
	workload from	enrichment programs and	workload will be		= \$157,500	could help relieve	gather feedback
	non-professional	activities for students	released, with their time			their workload.	from teachers
	work	To do substitution work of	and energy better spent			• 80% of teachers	
		teachers	on teaching.			agree that this post	
		To help teachers with	Teachers would have			should be opened	
		clerical work, i.e.	more time in planning			continuously.	
		word-processing, minutes,	lessons and attending to				
		program plans, reports,	individual student needs.				
		tests and examination					
		papers, handling					
		quotations, transcription of					
		purchase slips, etc					
		• To perform other duties as					
		required					
				Estimated Amount:	\$157,500.00		

3.1.11 Part-time Helpers

Teacher i/c: Miss So WY (Vice-principal – General Administration)

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	 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: (1) To help teachers produce multi-media teaching aids; (2) To help subject heads or functional groups update / upkeep teaching aids, special rooms, rooms, facilities, purchase items and inventory records, etc.; (3) To help teachers handle / input data of examination papers, marks, comments; and (4) To help teachers enter data and prepare resource materials.	helping teachers and enhancing their self-development.	• From Sept., 2018 onwards (one year)	subsidy (\$55 per day × 12 days × 24)	 80% of the teachers find these posts necessary and helpful. 80% of the teachers agree these posts be continued. 	Feedback from teachers concerned, especially subject heads and functional group heads
				Estimated Amount:	\$15,840.00		