

SKH Bishop Mok Sau Tseng Secondary School

Plan on Use of Capacity Enhancement Grant and Additional Time-limited Capacity Enhancement Grant 2006-2007

1. English Enrichment Program (Whole School)

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
<i>I. After-school tutorial classes for weak students (S1 – 3)</i>								
To respond to students' diverse learning abilities and learning needs	To provide extra learning opportunities for weak students to improve what they learn	<p>A number of weak students (16 of S1, 16 of S2 and 16 of S3) will be drawn from each form to attend tutorial lessons after school. The selection will be based on exam marks obtained in attainment test (S1) or Final Exams (S2,3).</p> <p>The selected students would then be divided into groups of 16 (two groups in S1) and meet once a week for extra tuition after school hours.</p> <p>The course content will range from revision of difficult items taught in regular lessons, additional foundation building materials, as well as interesting and motivational outdoor activities.</p>	Responsible teachers are spared from a few regular teaching hours each cycle to prepare for the after-school tutorials	10/06-12/06 2/07-6/07	<p>2 additional teachers are required to release the teachers involved in this whole school enrichment program , extending from Oct 06 - June 07</p> <p>Salary: \$17,145 x 1.05x12 + \$16,165x1.05x5= = \$300,893</p> <p>*****</p>	<p>Students show eagerness to learn</p> <p>Students embrace a more positive attitude towards the learning of English Language and related activities.</p> <p>Students are able to finish their English work with better accuracy.</p> <p>Students are able to attain a pass in tests and exams towards the end of the school term.</p>	<p>Evaluation of various programs will be based on the following:</p> <ol style="list-style-type: none"> Teachers' feedback Students' response collected through questionnaires and sharing Students' attendance record Students' overall performance <p>Tests and examination scores</p>	S.1, 2 May Chau S.3 Natalie Lau

II. Self – access Language Learning Program

<p>To promote and facilitate Independent English Language learning among students of all Forms.</p> <p>To support all forms of independent learning ranging from foundation building to proficiency enhancing, either initiated by teachers or students.</p>	<p>A team of teachers will collaborate to promote among students the concept of self learning, design programs to suit individual needs or group demand.</p> <p>The immediate target groups of students are the ones recruited for tutorial program. The Self-access Learning Centre (SALC) will be furnished and decorated to fit this purpose.</p> <p>It will also help in building a resource bank and provide necessary service to assist the implementation of the SBA component of the new CE syllabus.</p> <p>Learning materials will be collected , improvised and catalogued.</p> <p>Advisory service will be provided to both students and teachers during lunch and after school at the SALC.</p> <p>Students’ progress will be monitored and assistance provided upon request.</p>	<p>It is another study room opened for students’ use other than the library and MMLC.</p> <p>The special features of this room are that it allows students to carry out discussions as long as they do not cause disturbance to others. There are also English Ambassadors and librarians on duty to offer assistance.</p> <p>There are also self-learning materials and computer soft-wares available for students’ use.</p>	<p>9/06-6/07</p>		<p>Students take more initiative in learning and willing to take on more challenges</p>	<p>Ditto</p>	<p>*Mandy Yu, Natalie Lau and Daisy Tong</p>
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III. English Enhancement Programme

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	<p>To help create a language-rich environment to support life-wide learning</p> <p>To provide students with greater exposure to authentic use of English</p> <p>To encourage students to seek and create opportunities to learn and use English in natural and realistic settings</p>	<p>A team of teachers will work closely with colleagues and students in charge of clubs and societies to promote use of English in as many aspects of school life as possible.</p>	<p>Students will be given a variety of authentic situations to experiment with the English they learn in classroom.</p> <p>Students will become more confident in the use of English, both written and spoken.</p>	<p>9/06 – 6/07</p>		<p>Use of English, both written and spoken is more evident on school ground.</p>	<p>*Tony Choi, Mark Schwedersky, S.C Yu and Vania Tsang</p>

IV. Employment of a Teaching Assistant

<p>To ease the heavy demand on teachers regarding preparation work on new measures, for example, the SBA (School Based Assessment,</p>	<p>English teachers have long been overloaded with daily teaching preparation and marking work. With new programs and leaning ideas flooding in, we just hope to have an extra pair of hands so that we can incorporate</p>	<p>1. SBA</p> <ul style="list-style-type: none"> - to provide logistic support to the program, e.g. to label and catalogue books, to keep stock and update records of book loan, etc. - to help video- tape students' presentation and discussion 	<p>Responsible teachers can spend more time and energy in the design and implementation of the program while much of the clerical work is taken care of by the assistant.</p>	<p>9/06 8/07</p>	<p>- One teaching assistant will be hired to relieve colleagues some of their non-teaching chores.</p> <p>Salary: \$11,170 x 1.05 x12 = \$140,742</p>	<p>-Teachers are allowed more time to design lessons and organize activities. -Teaching materials are well organized and stored for easy access.</p>	<p>Evaluation of various programs will be based on the following: - Teachers' feedback on the assistant's performance in terms of amount of work</p>	<p>Heliena Lam and Siu Ping Cheung</p>
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<p>CAL (Computer-assisted Learning) and routine year- end revision of curriculum of all levels</p>	<p>more into our existing curriculum and make it a more successful one. The ultimate beneficiary of this additional post will be the students.</p>	<ul style="list-style-type: none"> - to help with the filing work of teaching materials prepared - to help prepare new teaching materials 2. TSA - to help train students in both oral and written assessment tests 3. CAL (MMLC) - to help compile past lesson plans and materials - to collaborate with teachers in designing lessons - to assist students in MMLC lessons 4. Miscellaneous - to conduct oral practice sessions with S5 students - to design and maintain the department website - to stock check ERS readers of junior forms 5. Special Projects 	<p>As the teacher assistant is also involved in the training sessions within lesson as well as after school session when necessary, students will get more training opportunity and receive more individual and timely help.</p> <p>Revision of teaching materials of CAL and tasks such as designing and maintaining of the website can greatly reduce teachers' time and enable them to focus more on teaching and caring of the students.</p>		<p>Total : \$300,893 + \$140,742 = \$ 441,635</p>	<p>-S3 students are better prepared for their oral and written tests of TSA.</p> <p>More time and effort can be given to help S5 and S7 students do oral practice after their Mock Examinations.</p> <p>With the clerical and IT support of the assistant, teachers are able to revise and enrich their teaching notes and exercises</p>	<p>completed as planned and quality of work done.</p> <p>- Students' response collected through questionnaires and sharing</p>	
<p>* program coordinators</p>								

2. 中文科拔尖保底,系統評估及校本評核工作

項目	關注重點	策略/工作	預期好處	時間表	所需資源	成功準則	評估方法	負責人
照顧學生不同和特殊的學習需要	<ol style="list-style-type: none"> 務求語文水平不俗的學生進一步發展潛能 增進語文能力較弱的學生的語文基礎知識,讓他們達到合格水平 實施小班教學,更有效照顧學習差異 	額外聘請一名中文科教師,讓負責教師可以騰出時間教授增潤課程(拔尖保底班)。此外,於部份班級實施小班教學,照顧學生不同的學習需要。	負責教師可以專注為有特殊學習需要的同學設計合適的課程。	9/06 - 8/07	中文科教師一年的薪酬: \$18,915x1.05x12 = \$238,329	<ul style="list-style-type: none"> 出版文集或於中文科網頁發表作品; 中二及中三級學生寫作風氣得以提升 參與計劃的學生聽說能力有所提高 	<ul style="list-style-type: none"> 教師評估 透過作品水平反映 意見調查問卷 考試成績 比賽成績 	甘冬兒 樊梁麗霞 胡偉文
提高學生語文能力(說話能力)	<ol style="list-style-type: none"> 加強學生口語溝通能力訓練,以應付2007年會考課程。 協助推動中國語文科系統評估及校本評核工作。 	聘請一名教學助理負責於課後評估學生說話能力方面的表現,並為中三課程編選學習材料及搜集相關資料,以準備系統評估測試之工作。	<ul style="list-style-type: none"> 由一位評核員統一評估全級中五學生的說話能力水平,評估準則穩定之外,也能回饋學與教。 減輕教師處理校本評核及系統評估等非教學工作時間。 	9/06 - 8/07	教學助理一年的薪酬: \$11,170x1.05x12 = \$140,742 總共: \$238,329 + \$140,742 = \$379,071	<ul style="list-style-type: none"> 中四及中五學生熟習2007年會考說話能力考核的形式及要求。 協助中文科教師為校本評核及系統評估工作。 準備各式文件及編排教材。 	<ul style="list-style-type: none"> 學生成績分析 教學助理工作表現評估 教材質與量之評估 	甘冬兒

3. Catering for the needs of students with different abilities in Mathematics

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Coping with diverse and special learning needs of students	Providing remedial teaching for low-achievers in S.1 to S.3 and practice classes for the preparation of public examination in S.5 and S.7.	To employ an additional teacher to (i) conduct all remedial classes on Saturday and weekdays after school for S.1 to S.3; (ii) prepare all teaching materials for remedial classes; (iii) fortify the manpower to implement small group teaching in S.2 to S.4; and (iv) conduct practice classes for the preparation of public examination in S5 and S7	(1) Junior form Mathematics teachers can focus on developing teaching plans/ schedules for the average ability groups (2) S5 and S7 can get better preparation for the public examination	9/06 – 8/07	Salary of one additional teacher for 12 months: $\$16,165 \times 1.05 \times 12 = \$203,679$	(1) Students participating the remedial program shows improvements in academic performance in regular tests and examination (2) Students show more learning effectiveness under the policy of small group teaching (3) S5 and S7 can get better results in the public examination: S.5 Maths: Over 70% credits and 100% pass S.5 Add.Maths Over 65% credits and 100% pass S.7 Pure Maths Over 50% credits and 100% pass	(1) Statistical analysis for studying whether the participants of remedial programs show significant improvements in Mathematics learning and assessments after attending the remedial classes. (2) A questionnaire survey for S6 students to see whether they find the practice classes useful. (3) Statistical analysis to study performance of the students in HKALE and HKCEE.	Leung Yiu Chung

4. Catering for the needs of students with different abilities in subjects other than English, Chinese and Mathematics

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Coping with special learning needs of high and average ability students	Providing tutorial lessons for high and average achievers for preparation of public examinations	To employ tutors to (i) conduct tutorial classes on Saturday or weekdays after school in various subjects for S.5 students (ii) prepare all teaching materials for tutorial classes	(1) S5 students can get better preparation for the public examination (2) Subject teachers can spend more time on remedial teaching for weak students.	From October 2006 to April 2007	About \$250 per lesson of 2 hours for CE subjects Total expenditure: \$100,000	(1) Students participating the tutorial classes shows improvements in academic performance in regular tests and examination (2) S5 students can get better results in the public examination:	(1) Statistical analysis for studying whether the participants of tutorial classes show significant improvements in learning and assessments after attending the tutorial classes (2) A questionnaire survey for S5 students to see whether they find the tutorial classes useful. (3) Statistical analysis to study performance of the students in HKCEE.	Wong Yuen Chun

5. To enhance students' spiritual development

Task Area	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Methods of Evaluation	People Responsible
To enhance students' spiritual development	<p>1. Religious Morning Broadcast</p> <ul style="list-style-type: none"> To conduct 2 talks from the Christian perspective To prepare reading materials for students' reflection To post Biblical verses related to the theme of each cycle To prepare scripts and programme materials for the coming year <p>2. Christian Fellowship</p> <ul style="list-style-type: none"> To act as one of the supervisors To help to organize S1 gospel camps <p>3. Assembly</p> <ul style="list-style-type: none"> To facilitate smooth running of each assembly To conduct 2 religious talks in this school year <p>4. To organize cell groups and prayer groups</p> <p>5. To organize a worship team</p>	<ul style="list-style-type: none"> Students get to know more about Christian faith and being nurtured More students participate in the fellowship several cell groups and several prayer groups will be formed To perform in assemblies and other evangelical meetings 	1/9/06-31/8/07	1 Chaplain Assistant is employed \$10,000 x1.05x12 =\$126,000	<ul style="list-style-type: none"> Students learn more about Christian faith Cell groups and prayer groups are formed 	Teachers feedback and number of students participation in various religious activities	Kwong Siu Kuen

6. To promote physical education with training programmes in sports

Task Area	Major Area of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Methods of Evaluation	People Responsible
Curriculum development	To promote physical education with training programmes in sports	To employ part-time sports coaches	<ul style="list-style-type: none"> ● More students can participate in sports teams ● Students will be effectively trained through professional coaches ● Teachers' workload will be partly relieved so that they can spend more time on preparation of lessons 	1/9/06-31/8/07	Coaches are employed for the following teams : <ul style="list-style-type: none"> ● Boys & Girls Badminton Team (\$ 3000) ● Boys & Girls Table-tennis Team (\$ 3000) ● Boys & Girls Long Distance Running Team (\$ 3000) ● Boys & Girls Swimming Team (\$ 2600) ● Boys Football Team (\$ 4000) ● Boys volleyball team (\$ 3000) ● Girls volleyball team (\$ 1400) TOTAL : \$20,000	<ul style="list-style-type: none"> ● No. of participants is increased. ● Students' skill has improved 	<ul style="list-style-type: none"> ● Reports from coaches ● Students' performance ● PE teachers' report 	Mrs. R.Ng

7. To release teachers workload by employing one Teaching Assistant and one Administrative Assistant

Task Area	Major area of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Methods of Evaluation	People Responsible
Releasing teachers of their non-teaching duties	To perform non-teaching duties as required by teachers such as taking minutes of meetings, performing administrative work on some major school functions & activities, communication with alumni, supervision students in retention classes, etc	To employ one Teaching Assistant & one Administrative Assistant	More capacity for teachers to attend to the needs of the students and teaching work	From Sept 06 to Aug 07	Salary of Teaching assistant for one year \$10,000 x 1.05x12 = \$126,000 Administrative Assistant for one year \$10,240 x 1.05x12 = \$129,024 Total : \$255,024	Amount of non-teaching duties relieved from teachers	<ul style="list-style-type: none"> • Performance appraisal • Collection of teacher's views on work effectiveness 	LF Lam

Proposed budget for CEG and Additional Time-limited CEG (2006/07)

Income	HK\$
CEG for 06/07	425,820.00
Additional Time-limited CEG for 06/07	632,408.00
Additional Time-limited CEG carried forward from 05/06	521,622.00
Expenditure	
Salaries for employment staff :	1,525,409.00
Surplus	54,441.00