

SKH Bishop Mok Sau Tseng Secondary School

Plan on Use of Capacity Enhancement Grant for 2011 – 2012 Academic Year

Means by which teachers have been consulted: eCircular, staff meeting

Task Area	Major area of concern	Strategies/ Tasks	Benefits anticipated	Time scale	Resources required	Success criteria	Methods of evaluation	People responsible
To relieve teachers' workload in order to create space for teachers to enhance their teaching effectiveness	To provide more human resources to the Visual Arts, Religious Studies and Music panel	To employ two 0.5 teachers	With the assistance of the two teachers, teachers' workload is reduced, allowing more time to attend to the diverse needs of students	Sept 11 – Aug 12	Salary for the two teachers Salary:(\$13,515 + \$10,587.50) x 12 =\$289,230 MPF: (\$675.75+ \$529.38) x 12 =\$14,461.56 Total: \$303,691.56	More contribution to activities Improved students' academic standard Teachers' workload relieved and more collaboration for sharing and preparation of lessons	Feedback from department heads	Visual Arts, Religious Studies and Music Department Heads
To relieve teachers' workload in order to create space for teachers to enhance their teaching effectiveness	To provide more human resources to the English panel	To employ one 0.5 teacher	With the assistance of the teacher, teachers' workload is reduced, allowing more time to attend to the diverse needs of students	March 12 – Aug 12 (0. 5: Sept 11 – Feb 12 paid out of FPCG)	Salary for the teacher Salary: (\$17,110 x 6) =\$102,660 MPF: \$855.50 x 6 =\$5,133 Total: \$107,793	More contribution to activities Improved students' academic standard Teachers' workload relieved and more collaboration for sharing and preparation of lessons	Feedback from department head	English Department Head

To release staff workload in order to create space for staff to prepare the Student Learning Profile (SLP) and JUPAS application more smoothly and effectively	To provide more human resources for NSSC Committee and Careers & Guidance Committee	To employ two part-time clerical staff	To facilitate the extra clerical work involved in preparing SLP and JUPAS application	Early October to late March Sub-total	Salary: \$160 per session 2 sessions per week 4 weeks per month 6 months \$15,360*	The clerical work, including data entry and data checking, involved in preparing SLP, JUPAS application, and clerical work related to NSS curriculum to be completed smoothly and timely	Feedback from teachers	TF Cho & YY Pang
				Total Budget	\$426,844.56			

Grant: \$498,185 for 2011/12
-\$426,844.56
\$71,340.44

*Total number of days of employment is 48 days. No MPF contributions is needed

Accumulated surplus \$71,340.44 (after 31/8/12)