

SKH Bishop Mok Sau Tseng Secondary School
Report on Use of Capacity Enhancement Grant (2007-08)

1. To release teachers of their non-teaching duties and help English teachers to develop Language Arts curriculum

Action/Task	Teacher-in-charge	Success Criteria	Evaluation	Remarks/Suggestions For Further Improvement
One Administrative Assistant is employed to perform non-teaching duties and help English teachers to develop the Language Arts curriculum	Mrs. LF Lam, Mrs. H. Lam, Mrs. D. Tong	<ul style="list-style-type: none"> • Amount of non-teaching duties relieved from teachers • Materials for the new language arts curriculum are collected 	<ul style="list-style-type: none"> • The concerned teachers expressed that the Administrative Assistant could help relieve some of their workload. • The Administrative Assistant successfully assisted English teachers in preparing materials for the Language Arts curriculum and the training and supervising rehearsal sessions of students for the drama performance . 	Teachers all agree that the Administrative Assistant has contributed much in releasing their workload and building a new language arts curriculum and culture in the junior forms. It is hoped that the extra resource person can be employed in the coming year.

2. To enhance spiritual development of students

Action/Task	Teacher-in-charge	Success Criteria	Evaluation	Remarks/Suggestions For Further Improvement
<p>A Chaplain Assistant is employed to assist the Christian teachers in organizing evangelical activities, conducting cell groups, giving talks in assemblies, running religious morning broadcast etc.</p>	<p>Ms. SK Kwong</p>	<ul style="list-style-type: none"> • Students learn more about Christian faith • 2 cell groups, 1 prayer group and 1 worship team will be formed 	<ul style="list-style-type: none"> • The concerned teachers expressed that the Chaplain Assistant could help to promote pastoral activities and the post should be kept to develop the school's pastoral activities • Various activities have been conducted to let students learn more about Christian faith: <ul style="list-style-type: none"> -2 cell groups have been formed and regular meetings were held. -2 Bible study sessions have been conducted in Student Christian Fellowship. -articles concerned about Christian faith were distributed to students during the morning reading sessions -religious morning broadcast has been broadcasted once every cycle. • A worship team has been formed and the members have performed in assemblies. • On the whole, there are more opportunities for students to participate in evangelical activities. 	<p>It is necessary to continue to employ a Chaplain Assistant for the coming year</p>

Financial report on use of CEG (2007-08)

Income	Amount (\$)
Surplus from 2006-07	13,163.40
CEG for 2007-08	436,476.00
Expenditure	
Employment of 1 Administrative Assistant and 1 Chaplain Assistant (including MPF)	477,666.00
Deficit	(28,026.60)

The deficit is covered by the surplus from OEBG