

Plan for the Use of Capacity Enhancement Grant in 2023/24 School Year

Task Area	Concern	Strategy	Success Criteria	Time Scale	Resources Required	Methods of Evaluation	Teacher(s) in charge
To relieve teachers' workload so that teachers can concentrate on curriculum development	To reduce teachers' non-teaching administrative work to enhance teachers' capacity to promote curriculum development and students' all-around development.	To employ one Assistant Administrative Officer	<ul style="list-style-type: none"> ● Reduce teachers' administrative workload for maximizing teachers to support students' learning and their growth 	Whole year 9/2023- 8/2024	\$ 257,670.00 (Salary+MPF)	<ul style="list-style-type: none"> ● Feedback from teachers 	Chan Wai Ho
Coping with the learning needs of students	To enhance students' <ul style="list-style-type: none"> -Chinese writing ability -English writing ability 	To co-organise the Chinese and English writing programmes with the service provider	<ul style="list-style-type: none"> ● Students are able to strengthen the writing ability of <ul style="list-style-type: none"> -Chinese -English 		Chinese writing programme: \$30,000 English writing programme: \$30,000	<ul style="list-style-type: none"> ● Feedback from teachers, parents and students 	Chinese: Lo Yik Yu English: Law Andrew
Total: \$317,670							