

## Plan on Use of Capacity Enhancement Grant in 2009-2010 School Year

**School: St. Joseph's Primary School**

**Means by which teachers have been consulted: Staff Meeting**

**No. of operating classes: A.M. Session – 24; P.M. Session -- 18**

### **I. Task Area: Deployment of Contract Teachers**

#### **Major Area of Concern**

To relieve teachers' workload and pressure.

#### **Benefits Anticipated**

To relieve the teachers' workload for having approximately 2 more free lessons each.

#### **Time Scale**

From September, 2009 to August, 2010 for one year and to be extended if situation warrants.

#### **Performance Indicators**

Teachers can concentrate more on curriculum development and have more time for co-planning.

#### **Assessment Mechanism**

Performance appraisal of the contract teachers; pupils' feedback.

#### **Person-in-charge**

Principal and Headmistress

Four contract teachers, two for the A.M. Session and two for the P.M. Session will be deployed to support teachers.

### **II. Task Area: Deployment of Supply Teachers**

#### **Major Area of Concern**

To relieve teachers during school hours for seminars, workshops and escorting pupils to external competitions.

#### **Benefits Anticipated**

Teachers can enrich themselves in the scope they specialized in and the pupils' learning hours will not be jeopardized.

#### **Time Scale**

From September, 2009 to August, 2010 for one year and to be extended if situation warrants.

#### **Performance Indicators**

Teachers can concentrate more on professional development.

#### **Assessment Mechanism**

Collection of teachers' survey form

#### **Person-in-charge**

Principal and Headmistress

Supply teachers for the A.M. Session and P.M. Session will be deployed when there is such necessity.

### **III. Task Area: Deployment of Teacher Assistants**

#### **Major Area of Concern**

To relieve teachers' workload in preparing teaching materials and other teaching related tasks.

#### **Benefits Anticipated**

To relieve teachers' workload

#### **Time Scale**

From September 2009 onward for one year

#### **Performance Indicators**

Quality and quantity of teaching materials prepared; pupils given more attention in co-curricular activities; degree of ease of teachers' workload.

#### **Assessment Mechanism**

Performance appraisal of the teacher assistants; pupils' feedback.

#### **Person-in-charge**

Deputy Headmistresses

Two teacher assistants will be deployed to support teachers in the following manner:

#### **1 One Computer Room Assistant will help in the following areas:**

- to prepare the computer room and the computers before the Computer Literacy lessons begin.
- to assist in the conduct of the computer lessons by attending to the request and need of the pupils.
- to re-set the computer room and the computers after each lesson.
- to give on-site assistance to the teacher in the course of the lessons whenever necessary.

#### **2 One Information Technology Assistant will help in the following areas:**

- to assist the teachers by responding to their daily appeal for immediate help in matters relating to difficulties encountered in the course of the operation of multi-media education equipment
- to assist the teachers by instructing and demonstrating how some information technology assignments should be completed
- to carry out assignments directed from the teachers for school use or class use
- to develop software for use in education for school use or class use as directed by the principals or their representatives

### **III. Task Area: Enhancing students' language proficiency**

#### **Major Area of Concern**

To enhance pupils' proficiency in Putonghua (PTH)

#### **Benefits Anticipated**

Teachers concerned are relieved of workload arising from organising PTH extra-curricular activities, PTH Day and training pupils for PTH competitions such as the Hong Kong School Speech Festival.

#### **Time Scale**

From September 2009 onward for one year

#### **Performance Indicators**

Students' proficiency in PTH is enhanced; students are generally able to make improvements in PTH oral and listening skills; pupils are eager to participate in PTH activity groups.

**Assessment Mechanism**

Assessment of pupils' performance in PTH learning; evaluation of students' participation in and their feedback on PTH activities.

**Person-in-charge**

Putonghua Panel Chairpersons

One Putonghua Teaching Assistant will be employed to support the teachers in the following manner:

- to study the actual standard and need of the classes in the area of language learning, including their oral and aural proficiencies by going into each class and delivering planned lessons at the frequency of at least one lesson per class per week, concentrating on one level at a time for a period of two weeks each time
- to organise language games and activities such as short plays, radio plays and dramas after school hours in the form of extra-curricular activities, with the joint effort of the regular teachers in charge of related activities
- to train pupils for PTH competitions

**IV. Task Area: Provision of Life-Wide Learning through the Arts and the Sports****Major Area of Concern**

To provide students with different aspects of Life-Wide Learning

**Benefits Anticipated**

Teachers concerned are relieved of workload arising from organising similar extra-curricular activities and from training pupils for competitions in that aspect; pupils have more chance to pick up different aspects of learning from artists and professional tutors

**Time Scale**

From September 2009 onward for one year

**Performance Indicators**

Students' improvement in artistic skills and skills in sports; pupils are eager to participate in lessons in arts and sports training

**Assessment Mechanism**

Assessment of pupils' performance in the aspects of arts and sports concerned; evaluation of pupils' participation in and their feedback on arts and sports activities concerned.

**Person-in-charge**

Senior Teachers in charge of respective workshop, classes and school teams.

**1 The Drama in Education Workshop**

Two workshops will be provided for pupils (one for the A.M. Session and one for the P.M. Session) on weekly basis with the deployment of an artist in the profession. Each workshop will last 21 weeks, with a duration of 1 hour fifteen minutes each week. The workshop takes the form of an extra-curricular activity, accommodating 25 pupils each. The workshop will end with an event of 2 hours in which a finished product of a drama will be presented, with an audience made up of parents and teachers. Competitions and performances for various occasions will also be included.

**2. The Chinese Drum Class**

Two classes will be provided for pupils (one for the A.M. Session and one for the P.M. Session) on weekly basis. An artist in the profession will be deployed as instructor. Each class will last 21 weeks, with a duration of one hour each week. The class takes the form of an extra-curricular activity, accommodating approximately 25 students per session.

**3. The Visual Arts Class**

Two classes will be run for the pupils of the A.M. Session on weekly basis with the deployment of an artist in the profession. Each class will last 20 weeks, with a duration of 1.5 hours each week. The class takes the form of an extra-curricular activity, accommodating about 25 pupils each. The class will end in a session of 2 hours in which a presentation and exhibition of the products made by the participating pupils, with teachers being invited to the exhibition venue.

**4. The Flour Sculpture Class**

One class will be run for pupils of the P.M. Session on weekly basis with the deployment of an artist in the profession. Each class will last 19 weeks with the duration of 1 hour each week. The class takes the form of an extra-curricular activity, accommodating about 25 pupils. The class will end in a session of 2 hours in which a presentation and exhibition of the products made by the participating pupils, with teachers being invited to the exhibition venue.

**5. The Toy-making Class**

One class will be run for pupils of the P.M. Session on weekly basis with the deployment of an artist in the profession. Each class will last 20 weeks with the duration of 1 hour each week. The class takes the form of an extra-curricular activity, accommodating about 25 pupils. The class will end in a session of 2 hours in which a presentation and exhibition of the products made by the participating pupils, with teachers being invited to the exhibition venue.

**6. Close-up Magic Course**

One class will be run for pupils of the P.M. Session on weekly basis with the deployment of a magician. Each class will last 20 weeks with a duration of 1 hour each week. The class takes the form of an extra-curricular activity, accommodating about 25 pupils. Performance in various occasions will be included.

**7. Physical Fitness Course**

One class will be run for pupils of the P.M. Session on weekly basis with the employment of a qualified tutor in the profession. Each class will last 20 weeks with the duration of 1 hour each week. The class takes the form of an extra-curricular activity, accommodating about 25 pupils. Performance in various occasions will be included.

**8. The Fit Ball Class**

One class will be run for pupils of the P.M. Session on weekly basis with the deployment of a qualified coach. Each class will last 11 weeks with the duration of 1 hour each week. The class takes the form of an extra-curricular activity, accommodating about 25 pupils. Performance in various occasions will be included.

**9. Juggling Course**

One class will be run for pupils of the P.M. Session on weekly basis with the deployment of a qualified tutor in the profession. Each class will last 20 weeks with a duration of 1 hour each week. The class takes the form of an extra-curricular activity, accommodating about 25 pupils. Performance in various occasions will be included.

**10. Creative Drawing**

One class will be run for pupils of the P.M. Session on weekly basis with the deployment of an artist in the profession. Each class will last 11 weeks with a duration of 1 hour each week. The class takes the form of an extra-curricular activity, accommodating about 25 pupils. The class will end in a session of 2 hours in which a presentation and exhibition of the products made by the participating pupils, with teachers being invited to the exhibition venue.

**11. The Junior Author**

One class will be run for pupils of the P.M. Session on weekly basis with the deployment of a qualified tutor in the profession. Each class will last 11 weeks with a duration of 1 hour each week. The class will end in a session of 2 hours in which a presentation and exhibition of the products made by the participating pupils, with and teachers being invited to the exhibition venue.

**12. Other Life-wide Learning Initiatives**

Qualified tutors will be deployed to be responsible for the conduct of the following extra-curricular activities, held once or twice a week, so that participating pupils will benefit from the formal training and team-work:

- the School Badminton Teams (A.M. & P.M.)
- the School Table-tennis Teams (A.M. & P.M.)
- the School Football Team (A.M.)
- the School Basketball Team (A.M.)
- the School Swimming Teams (A.M. & P.M.)
- the School Volley Ball Team (A.M.)
- the School Rugby Team (A.M.)
- the School Mathematics Olympiad Team (A.M.)
- the School Chinese Drum Team (A.M.)
- the School Drama Team (A.M.)
- the School Robochallenge Team (A.M.)
- the School Fencing Team (A.M.)