

Plan on Use of the Capacity Enhancement Grant in the 2011/12 School Year

School: St. Joseph's Primary School

Means by which teachers have been consulted: Staff Meeting

No. of operating classes: Whole Day 8; A.M. 13; P.M. 15

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Deployment of Contract Teachers	To relieve teachers' workload and pressure	To employ four contract teachers for the three sessions to lessen the numbers of lessons per week for teachers so that they can have more time to develop and to enhance the effect of learning and teaching	To relieve the teachers' workload for having approx. 2 more free lessons each	From Sept,11 to Aug,12. One year and to be extended if situation warrants	Salary: (including 5% MPF) per month – <u>Teacher A:</u> \$30,795 <u>Teacher B:</u> \$29,380 <u>Teacher C:</u> \$28,030 <u>Teacher D:</u> \$24,360 <u>Total:</u> <u>\$1,350,780</u>	-Teachers can have more concentration on curriculum development. -Teachers can have more time for co-planning.	- Evaluation of the four contract teachers' performance by: -- lesson observation -- review of pupils' work -- appraisal - Collection of Other teachers' survey on relief of workload.	Headmistresses (Whole Day / A.M. Session / P.M. Session)

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Deployment of Supply Teachers	To relieve teachers during school hours from attending relevant seminars and workshops	To employ supply teachers for the three sessions in order that teachers can attend seminars and workshops without confiscating pupils' day to day learning	-Teachers can enrich themselves in the scope they are specialized in. -Pupils' learning hours will not be confiscated.	From Sept, 11 to Aug, 12. One year and to be extended if situation warrants	Estimation: Each teacher will attend 2 seminars, so for the 70 teachers from the three sessions: \$921x70x2 <u>Total:</u> <u>\$128,940.00</u>	Teachers can have more concentration on professional development.	Collection of teachers' survey	Mr. K.S. Ho & Miss C. Lam

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Deployment of Teacher Assistant	To relieve teachers' workload and pressure	To employ one teacher assistant for the three sessions to assist teachers in preparing teaching aids or other administrative duties so that they can have more time to develop and to enhance the effectiveness of learning and teaching	To relieve teachers' workload	From Sept, 11 to Aug, 12. One year and to be extended if situation warrants	Salary (including 5% MPF) per month – <u>TA :</u> \$9,450 <u>Total:</u> <u>\$113,400.00</u>	-Teachers can have more concentration on curriculum development. -Teachers can have more time for co-planning.	-Evaluation the teacher assistant's performance by appraisal -Feedback from other teachers	Headmistresses (Whole Day, A.M. & P.M. Sessions)

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Deployment of Football Instructors	<p>-To relieve teachers' workload and pressure</p> <p>-To train pupils in the skill of playing football and to take part in competitions</p>	<p>To employ Football instructors for the Whole Day & A.M. Sessions to take up the weekly Football ECA and to train pupils for football competitions.</p>	<p>To relieve teachers' workload so that they can concentrate more on the normal day to day learning and teaching of pupils.</p>	<p>From Sept, 11 to Aug, 12.</p> <p>To be extended to the next school year if situation warrants</p>	<p>Approx. salary for the Football instructor for the said period:</p> <p><u>Total: \$32,000</u></p>	<p>-Teachers can have more concentration on the curriculum development of PE</p> <p>-Pupils know the rules and regulation for a football competition.</p> <p>-Pupils can compete in such a competition.</p>	<p>-Feedback from the teachers involved</p> <p>-Feedback from the instructors.</p> <p>-Results of the competitions</p> <p>-Feedback from the pupils involved</p>	<p>Headmistress (Whole Day & A.M. Sessions) & Mr. K.K. Yue n</p>

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Deployment of Rugby Football Instructor	<p>-To relieve teachers' workload and pressure</p> <p>-To train pupils in the skill of playing rugby football and to take part in competitions</p>	<p>To employ a Rugby Football instructor for the Whole Day & A.M. Sessions to take up the weekly Rugby Football ECA and to train pupils for rugby football competitions.</p>	<p>To relieve teachers' workload so that they can concentrate more on the normal day to day learning and teaching of pupils.</p>	<p>From Sept, 11 to Aug, 12.</p> <p>To be extended to the next school year if situation warrants</p>	<p>Approx. salary for the Rugby Football instructor for the said period: <u>Total: \$16,000</u></p> <p>Sports Centre Fee: <u>\$1,000</u></p>	<p>-Teachers can have more concentration on the curriculum development of PE</p> <p>-Pupils know the rules and regulation for a rugby football competition.</p> <p>-Pupils can compete in such a competition.</p>	<p>-Feedback from the teachers involved</p> <p>-Feedback from the instructor.</p> <p>-Results of the competitions</p> <p>-Feedback from the pupils involved</p>	<p>Headmistress (Whole Day & A.M. Sessions) & Mr. K.K. Yuen</p>

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Deployment of Basketball Instructor	-To relieve teachers' workload and pressure -To train pupils in the skill of playing basketball and to take part in competitions	To employ a Basketball instructor for the Whole Day & A.M. Sessions to take up the weekly Basketball ECA and to train pupils for basketball competitions.	To relieve teachers' workload so that they can concentrate more on the normal day to day learning and teaching of pupils.	From Sept, 11 to Aug, 12. To be extended to the next school year if situation warrants	Approx. salary for the Basketball instructor for the said period: <u>Total: \$36,000</u> Sports Centre Fee: <u>\$7,000</u>	-Teachers can have more concentration on the curriculum development of PE -Pupils know the rules and regulation for a basketball competition. -Pupils can compete in such a competition.	-Feedback from the teachers involved -Feedback from the instructor. -Results of the competitions -Feedback from the pupils involved	Headmistress (Whole Day & A.M. Sessions) & Mr. K.K. Yuen

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Deployment of Table-tennis Instructor	-To relieve teachers' workload and pressure -To train pupils in the skill of playing table-tennis and to take part in competitions	To employ a Table-tennis instructor for the three sessions to train pupils for competitions.	To relieve the teachers' workload so that they can concentrate more on the normal day to day learning and teaching of pupils.	From Sept, 11 to Aug, 12. To be extended to the next school year if situation warrants	Approx. salary for the Table-tennis instructor for the said period: <u>Total: \$33,000</u> Sports Centre Fee: <u>\$3,000</u>	-Teachers can have more concentration on the curriculum development of PE -Pupils know the rules and regulation for a table-tennis competition -Pupils can compete in such a competition.	-Feedback from the teachers involved -Feedback from the instructor. -Results of the matches -Feedback from the pupils involved.	Headmistresses (Whole Day, A.M. & P.M. Sessions), Miss P. Li & Miss L. Lee

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Deployment of Badminton Instructor	-To relieve teachers' workload and pressure -To train pupils in the skill of playing badminton and to take part in competitions.	To employ a Badminton instructor for the three sessions to train pupils for competitions.	To relieve teachers' workload so that they can concentrate more on the normal day to day learning and teaching of pupils.	From Sept, 11 to Jul, 12. To be extended to the next school year if situation warrants	Approx. salary for the Badminton instructor for the said period: <u>Total: \$28,000</u> Sports Centre Fee: <u>\$4,000</u>	-Teachers can have more concentration on the curriculum development of PE. -Pupils know the rules and regulation for a badminton competition -Pupils can compete in such a competition.	-Feedback from the teachers involved -Feedback from the instructor. -Results of the competitions -Feedback from the pupils involved.	Headmistresses (Whole Day, A.M. & P.M. Sessions), Mr. K.K. Yuen, Miss S.P. Leung & Miss L. Lee

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Deployment of Volleyball Instructor	-To relieve teachers' workload and pressure -To train pupils in the skill of playing volleyball and to take part in competitions.	To employ a Volleyball instructor for the Whole Day & A.M. Sessions to train pupils for competitions.	To relieve teachers' workload so that they can concentrate more on the normal day to day learning and teaching of pupils.	From Sept, 11 to Aug, 12. One year and to be extended if situation warrants	Approx. salary for the Volleyball instructor for the said period: <u>Total: \$50,000</u> Sports Centre Fee: \$2,000	-Teachers can have more concentration on the curriculum development -Pupils know the rules and regulations for a volleyball competition -Pupils can compete in such competitions	-Feedback from the teachers involved. -Feedback from the instructor. -Results of the competitions. -Feedback from the pupils involved.	Headmistress (Whole Day & A.M. Sessions), Miss L. Ho & Miss W.Y. Lam

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Deployment of Swimming Instructors	-To relieve teachers' workload and pressure -To train pupils swimming skills and to take part in competitions.	To employ Swimming instructors for the three sessions to train pupils for competitions.	To relieve teachers' workload so that they can concentrate more on the normal day to day learning and teaching of pupils.	From Sept, 11 to Jul, 12. To be extended to the next school year if situation warrants	Approx. salary for the Swimming instructors for the said period: <u>Total: \$37,000</u> Sports Centre Fee: <u>\$25,000</u>	-Teachers can have more concentration on the curriculum development of PE. -Pupils can improve their swimming skills. -Pupils can compete in such a competition.	-Feedback from the teachers involved -Feedback from the instructor. -Results of the competitions -Feedback from the pupils involved.	Headmistresses (Whole Day, A.M. & P.M. Sessions), Mr. K.K. Yuen, Miss S.P. Leung & Miss L. Lee

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Deployment of Fencing Instructor	<p>-To relieve teachers' workload and pressure</p> <p>-To train pupils in the skill of playing fencing and to take part in competitions.</p>	<p>To employ a fencing instructor for the Whole Day & A.M. Sessions to take up the weekly ECA and train pupils for competitions.</p>	<p>To relieve teachers' workload so that they can concentrate more on the normal day to day learning and teaching of pupils.</p>	<p>From Sept, 11 to Jul, 12.</p> <p>To be extended to the next school year if situation warrants</p>	<p>Approx. salary for the Fencing instructor for the said period:</p> <p><u>Total: \$11,000</u></p>	<p>-Teachers can have more concentration on the curriculum development</p> <p>-Pupils know the skills of fencing</p> <p>-Pupils can compete in such competitions</p>	<p>-Feedback from the teachers involved.</p> <p>-Feedback from the instructor.</p> <p>-Results of the competitions.</p> <p>-Feedback from the pupils involved.</p>	<p>Headmistress (Whole Day & A.M. Sessions) & Mr. K.K. Yuen</p>

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Deployment of Maths Olympiad Instructor	-To relieve teachers' workload and pressure -To train pupils more advance computation skills and to take part in competitions.	To employ a Maths Olympiad instructor for the Whole Day & A.M. Sessions to train pupils for competitions.	To relieve teachers' workload during the summer holidays.	From July, 12 to Aug, 12. To be extended to the next school year if situation warrants	Approx. salary for the Maths Olympiad instructor for the said period: <u>Total: \$17,000</u>	-Teachers can have more concentration on the curriculum development -Pupils know more advance computation skills. -Pupils can compete in such matches.	-Feedback from the teachers involved. -Feedback from the instructor. -Results of the competitions. -Feedback from the pupils involved.	Headmistress (Whole Day & A.M. Sessions) & Miss R. Tsang

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 learning needs of students with varied abilities	To enhance students' learning experiences and stretch their potential	To employ a conductor for the Percussion Band in the P.M. Session and to assist teachers to train pupils in 'Percussion Band' performance and competition	<ul style="list-style-type: none"> - To relieve the teachers' workload so that they have more time for lesson preparation - Students acquire experiences and skills in 'Percussion Band' performances 	From Oct., 11 to July, 12	Approx. salary for the conductor for the said period (40 hours): \$500 x 40 <u>Total: \$20,000</u>	<ul style="list-style-type: none"> - Pupils acquire some skills in playing percussion - Pupils successfully join the HK Schools Music Festival – Percussion Band Competition 	<ul style="list-style-type: none"> - Feedback from students participating in the percussion band - Feedback from the teachers through lesson observation 	Headmistress (P.M. Session) & Miss E. Cheung