

PLK HKTA YUEN YUEN PRIMARY SCHOOL

Report on Use of Capacity Enhancement Grant

2020-2021



**Po Leung Kuk Hong Kong Taoist Association Yuen Yuen Primary School
Report on Use of Capacity Enhancement Grant (2020 – 2021)**

Means by which teachers have been consulted: Staff meeting

Task Area	Major area of concern	Time Scale	Strategies/Tasks	Benefit Anticipated	Success Criteria	Method	Resources	People Responsible
Recruitment of 2 Supporting Staff to relieve teaching staff from non-teaching duties	To reduce the workload of the teachers in general so that teaching can be more focused on catering for individual differences by using a student-centered teaching approach	From September 2020 onward till the end of the academic year	<ul style="list-style-type: none"> • Assist in the stocking of teaching aids. • Assist in the preparing teaching aids and materials • Assist in the classroom activities • Saturday duties of school affairs 	Teachers overall workload relieved	70% of teachers agree that the workload of the teachers is reduced in general.	Feedback on teaching and learning at year-end staff meeting.	Salary of 2 Supporting Staff for 12 months and MPF contribution: =\$290,346.14	Ms Sanny Chan
Recruitment of 2 teacher assistants to relieve teaching staff from lesson substitution and administrative work	To reduce teachers' lesson substitution rate and administrative work.	From September 2020 onward till the end of the academic year	<ul style="list-style-type: none"> • To employ 2 0.5teacher assistants to substitute lessons when the teachers are sick and help the administrative work 	Teachers overall workload relieved	70% of teachers agree that the workload of the teachers is reduced in general.	Feedback on teaching and learning at year-end staff meeting.	50% Salary of 2 Teacher assistants for 12 months and MPF contribution : =\$195,300.00	Ms Sanny Chan

Task Area	Major area of concern	Time Scale	Strategies/Tasks	Benefit Anticipated	Success Criteria	Method	Resources	People Responsible
Recruitment of 2 TSS to provide IT support for teaching staffs	To provide IT support for teaching staffs so that lessons and activities can be held smoothly	From September 2020 onward till the end of the academic year	<ul style="list-style-type: none"> To employ 2 TSS at the start of the school year to provide IT support for teachers during lessons and activities. 	School activities and lessons can run smoothly.	70% of teachers agree that lessons and activities can be held smoothly with the IT support	Feedback on teaching and learning at year-end staff meeting.	Salary of 2 TSS for 12 months and MPF contribution: = \$393,913.80	Ms Sunny Chan

Budget:

Income: \$1,114.00 x 783 students (assume \$1,114 per student per annum) = \$872,262.00

Balance bought downward from previous year: \$6,137.40

Expenditure: Recruitment of 2 Supporting Staff, 2 0.5 Teacher Assistants, 2 TSS

\$290,346.14 + \$195,300.00 + \$393,913.80 = \$879,559.94

Balanced carry forward to next year: \$872,262.00 + \$6,137.40 - \$879,559.94 = (\$1,160.54)*

* The projected deficit will be covered by school funds.