

PLK HKTA YUEN YUEN PRIMARY SCHOOL

# Report on Use of Capacity Enhancement Grant

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2021-2022



**PLK HKTA Yuen Yuen Primary School**  
**Report on Use of Capacity Enhancement Grant (2021-2022 school year)**

Means by which teachers have been consulted: At staff meeting

Task Area	Major Area(s) of Concern	Time Scale	Strategies/Tasks	Benefit Anticipated	Success Criteria	Method	Resources	People Responsible
Recruitment of 2 Support Staff (SS)	To reduce the workload of the teachers on non-teaching work so that teachers can be more focused on teaching and lessons design	09/2021 - 08/2022	<ul style="list-style-type: none"> <li>• Assist in stocking of teaching aids</li> <li>• Assist in preparing teaching materials</li> <li>• Assist in arranging classroom activities</li> <li>• Assist in checking the attendance records of the ECAs</li> <li>• Saturday duties of school affairs</li> </ul>	Teachers overall workload will be relieved	70% of teachers agree that the workload of the teachers has been reduced	Feedback on teaching and learning at the year-end staff meeting	Salary of 2 Support Staff for 12 months and MPF contribution: =\$263,071.94	Ms. Janice Chan
Recruitment of 1 teacher assistant (TA)	To reduce teachers' lesson substitution rate and non-teaching duties of teachers		<ul style="list-style-type: none"> <li>• Substitute lessons when teachers take leaves</li> <li>• Assist in library lessons</li> <li>• Assist in preparing teaching materials</li> </ul>				50% Salary of 1 Teacher assistant for 12 months and MPF contribution : =\$88403.21	

Recruitment of 3 Information Technical Support Staff (ITSS)	To provide IT support for teaching staff so that lessons and activities can be held smoothly		<ul style="list-style-type: none"> <li>• Provide IT support for teachers during lessons and activities</li> <li>• Assist in managing school IT</li> </ul>	School activities and lessons will be able to run smoothly	70% of teachers agree that lessons and activities can be held smoothly with the support of ITSS		Salary of 3 TSS for 12 months and MPF contribution: = \$577424.13	
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Budget:

Income: \$877,500.00

Balance brought downward from previous year: \$0

Expenditure: Recruitment of 2 Supporting Staff, 1 Teacher Assistant & 3 ITSS

$$\$263,071.94 + \$88403.21 + \$577424.13 = \$928899.28$$

Balanced carry forward to next year:  $\$877,500.00 - \$928899.28 = (\$51,399.28)^*$

\* The projected deficit will be covered by school funds.