

PLK HKTA YUEN YUEN PRIMARY SCHOOL

Report on Use of Capacity Enhancement Grant

2022-2023



PLK HKTA Yuen Yuen Primary School
Plan on Use of Capacity Enhancement Grant (2022-2023 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	09/2022 - 08/2023	<ul style="list-style-type: none"> • Assist in stocking of teaching aids • Assist in preparing teaching materials • Assist in arranging classroom activities • Assist in checking the attendance records of the ECAs • Saturday duties of school affairs 	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: =\$326,970.00	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"> • Substitute lessons when teachers take leaves • Assist in library lessons • Assist in preparing teaching materials 				50% Salary of 1 Teacher assistant for 12 months and MPF contribution : =\$113,400.00	

Recruitment of 2 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"> • Provide IT support for teachers during lessons and activities • Assist in managing school IT 	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 2 TSS for 12 months and MPF contribution: =\$436,842.00	
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<p><u>Budget:</u></p> <p>Income: \$887,125.00</p> <p>Balance brought downward from previous year: \$0</p> <p>Expenditure: Recruitment of 2 Supporting Staff, 1 Teacher Assistant, 2 ITSS $\\$288,840.00 + \\$102,000.00 + \\$527,448.00 = \\$918,288.00$</p> <p>Balanced carry forward to next year: <u>$\\$887,125.00 - \\$918,288.00 = -\\$311,163.00$</u></p> <p>* The projected deficit will be covered by school funds.</p>
