

PLK HKTA YUEN YUEN PRIMARY SCHOOL

# Report on Use of Capacity Enhancement Grant

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2023-2024



**PLK HKTA Yuen Yuen Primary School**  
**Report on Use of Capacity Enhancement Grant (2023-2024 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)	Reducing teachers' workload on non-teaching tasks to enhance focus on teaching and lesson design	09/2023 - 08/2024	<ul style="list-style-type: none"> <li>• Assist in stocking 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 extracurricular activities (ECAs).</li> <li>• Perform Saturday duties related to school affairs.</li> </ul>	The overall workload of teachers will be alleviated.	70% of teachers agree that the workload of the teachers has been reduced	Feedback on learning and teaching at the year-end staff meeting	Salary of 2 Support Staff for 12 months and MPF contribution: = \$288,840.00	Vice Principals
Recruitment of 1 teacher assistant (TA)	Reducing the burden of lesson substitution and non-teaching duties on 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% of the salary of 1 Teacher assistant for 12 months and MPF contribution : = \$102,000.00	

Recruitment of 2 Information Technical Support Staff (ITSS)	Providing adequate it support for teaching staff		<ul style="list-style-type: none"> <li>• Provide IT support for teachers during lessons and activities</li> <li>• Assist in managing school IT support</li> </ul>	School activities and lessons will be able to run smoothly	70% of teachers agree that lessons and activities can be conducted smoothly with the assistance of IT support staff		Salary of 2 TSS for 12 months and MPF contribution: = \$527,448.00	
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Budget:

Income: \$877,125.00  
Balance bought downward from previous year: \$0

Expenditure: Recruitment of 2 Supporting Staff, 1 Teacher Assistant (50% of the salary), 2 ITSS  
\$288,840.00+\$102,000.00+\$527,448.00= \$918,288.00

Balanced carry forward to next year: \$877,125.00 - \$918,288.00 = \$41163.00

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

# **Report on Use of Capacity Enhancement Grant**

## **Introduction**

This report serves to review the implementation and outcomes of the Capacity Enhancement Grant (CEG) initiatives at PLK HKTA Yuen Yuen Primary School during the 2023-2024 school year. The primary objectives were to reduce teachers' workload, enhance teaching effectiveness, and provide adequate IT support.

## **Overview of Strategies and Implementation**

### **1. Recruitment of 2 Support Staff (SS)**

**Objective:** To alleviate teachers' workload by handling non-teaching tasks.

**Implementation:** Two Support Staff were successfully recruited in September 2023.

#### **Tasks Performed:**

Stocked teaching aids.

Prepared teaching materials.

Arranged classroom activities.

Managed attendance records for extracurricular activities (ECAs).

Conducted Saturday duties related to school affairs.

#### **Outcome:**

Feedback collected at the year-end staff meeting indicated that 80% of teachers felt their workload had decreased due to the support provided by SS.

## **2. Recruitment of 1 Teacher Assistant (TA)**

**Objective:** To reduce the burden of lesson substitution and non-teaching duties.

**Implementation:** A Teacher Assistant was recruited in September 2023.

### **Tasks Performed:**

Substituted lessons during teacher absences.

Assisted in library lessons.

Helped prepare teaching materials.

### **Outcome:**

Teachers reported that the TA significantly alleviated their workload, with 80% agreeing that the support was beneficial.

## **3. Recruitment of 2 Information Technical Support Staff (ITSS)**

**Objective:** To provide adequate IT support for teaching staff.

**Implementation:** Two IT Support Staff were hired in September 2023.

### **Tasks Performed:**

Offered IT support during lessons and school activities.

Assisted in managing school IT infrastructure.

### **Outcome:**

80% of teachers expressed satisfaction, indicating that lessons and activities ran smoothly with the assistance of ITSS.

## Budget Review

### **Actual Budget:**

Income: \$887,125

Balance brought forward from 2022-2023: \$10,771.72

Expenditure: Recruitment of 2 Supporting Staff, 1 Teacher Assistant (50% of the salary), 2 ITSS  
\$309,561+\$100,800+\$496,632.77= \$906,993.77

Balanced carry forward to next year:  $\$10,771.72 + \$887,125.00 - 906,993.77 = (\$9,097.05)$

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

## Summary of Benefits

**Teacher Workload Reduction:** The recruitment of support staff effectively reduced the non-teaching responsibilities of teachers, allowing them to focus more on lesson planning and delivery.

**Improved Classroom Management:** Teachers reported enhanced classroom organization and efficiency, contributing to a more positive learning environment.

**Enhanced IT Support:** With dedicated IT personnel, teachers felt more confident in integrating technology into their lessons, leading to improved student engagement.

## Conclusion

The initiatives funded by the Capacity Enhancement Grant have resulted in significant positive outcomes for both teachers and students at PLK HKTA Yuen Yuen Primary School. The overall feedback from staff indicates that the support provided has made a meaningful impact on teaching effectiveness and workload management. Moving forward, the school will continue to assess the outcomes of these roles and make necessary adjustments to further enhance the educational experience. The financial deficit was successfully managed through school funds, ensuring the sustainability of these enhancements for the next academic year.