

PLK HKTA YUEN YUEN PRIMARY SCHOOL

Use of Capacity Enhancement Grant Plan

2026/27



PLK HKTA Yuen Yuen Primary School
Plan on Use of Capacity Enhancement Grant (2026/27 school year)

Means by which teachers have been consulted: Staff meetings and email communication

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 their capacity for curriculum development, learning and teaching, and student support	09/2026 - 08/2027	<ul style="list-style-type: none"> • Assist in stocking teaching aids • Assist in preparing teaching materials • Assist in arranging classroom activities • Assist in checking attendance records of extracurricular activities (ECAs) • Perform Saturday duties related to school affairs • Assist teachers in administrative work related to learning and teaching 	The overall workload of teachers will be alleviated, allowing them to devote more time to curriculum development, lesson planning and student support.	Teachers generally agree that the deployment of the Support Staff effectively reduces their non-teaching workload and enhances operational efficiency.	<ul style="list-style-type: none"> • Year-end Staff Meeting Feedback • Performance Appraisal 	Salary of 2 Support Staff for 12 months and MPF contribution: \$346,147.20	Vice Principals

Recruitment of 1 Information Technical Support Staff (ITSS)	Providing adequate IT support for teaching staff and facilitating the integration of information technology into learning and teaching	09/2026 - 08/2027	<ul style="list-style-type: none"> • Provide IT support for teachers during lessons and school activities • Assist in managing school IT systems and infrastructure • Provide technical assistance for e-learning activities and digital learning platforms • Troubleshoot hardware, software and network issues • Support technology-enhanced learning activities and school functions 	School activities and lessons will run smoothly with timely technical support. Teachers will be better supported in integrating information technology into learning and teaching.	Teachers generally agree that the deployment of the Information Technical Support Staff effectively supports teaching and learning activities and facilitates the smooth operation of school IT systems and digital learning initiatives.	<ul style="list-style-type: none"> • Year-end Staff Meeting Feedback • Performance Appraisal 	Salary of 1 ITSS for 12 months and MPF contribution: \$317,961.00	<p>Vice Principals</p> <p>Head of Information Technology Support</p>
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Budget Summary:

Capacity Enhancement Grant (2026-2027): \$670,236.00

Balance brought forward from previous year: \$0.00

Total available funds: \$670,236.00

Expenditure:

Recruitment of 2 Support Staff: \$346,147.20

Recruitment of 1 Information Technical Support Staff (ITSS): \$317,961.00

Total expenditure: \$664,108.20

Projected Carry Forward to Next Year:

$\$670,236.00 - \$664,108.20 = \$6,127.80$