The Mission Covenant Church Holm Glad College
Plan on Use of Capacity Enhancement Grant (2008-09)

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated Teachers' Workload Alleviated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person- in-charge
1. Curriculum Development	1.2 Preparation of teaching materials for supporting class teaching	To employ part time teaching assistants to assist teachers in preparing teaching materials .	Teachers' workload of preparing teaching materials for class teaching can be relieved.	From May to August 2009	Salaries =$58,000.00	Complete the tasks assigned by the subject teachers concerned	Teaching assistants performance appraised PLUS teaching materials produced evaluated	Mr. Tsang SK
	1.3 The use of IT in school administration	To employ 1 full - time IT Network Administrator to assist teachers in checking and maintaining school computer network	Teachers' workload in checking and maintaining school computer network relieved	From September 2008 to August 2009	Salary =$132,300.00	Application of IT in teaching smoothly run and enhanced in all subjects in general	Network Administrator's performance appraised PLUS Record of Daily log book checked and evaluated	Mr. Wong MF
2. Coping with the diverse and special learning needs	2.1 Training students' high-order thinking through Chinese debate	To employ part - time tutors to train debate team members (10) taking part in debate competitions as well as non-debate team members (20-30) in speaking skills.	Teachers' workload in the debate team work relieved AND tutors' experience shared to students	From September 2008 to August 2009	Recruit Educational service =$37,600.00	Students' participation and preparation ability in debate contests upgraded and high-order thinking skills enhanced	Number of contests won PLUS students' debate performance assessed PLUS number of students involved Students' fluency in speech and rapid response to the theme of discussion.	Mr. Ng HK
	2.2 Training students' skills of audio and video production.	To employ part –time tutors to assist teachers in training at least 15 team members and complete at least 2 projects assigned by the school.	Teachers' workload in training students in life wide learning relieved AND tutor's experience shared to students	From September 2008 to August 2009	Salary of tutors = $65,856.00	Students will display their products for exhibition and assist teachers to video capture events in school function days.	Number. of tasks completed PLUS students' performance assessed PLUS number of students involved Quality of students' product.	Mr. Tang YK

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	2.3 Guardian Teacher	To employ student counselor assistant to assist counseling and discipline group to handle students with behavioral problems. Teachers' workload in handling very difficult students can be lessened.	Teachers' workload of handling students' disciplinary problems can be relieved.	From September 2008 to August 2009	Salary =$182,700.00	Students' disciplinary problems have been improved PLUS completion of self-access learning materials for class teachers to handle students' disciplinary problems	Student counselor assistant performance appraised PLUS Record of Daily log book checked and evaluated	Mr. Lam PF
	2.4 Training elite students to participate in Mathematics competition	To hire outside services to assist teachers in training at least 50 students taking part in at least 1 competition.	Teachers' workload in the training work relieved AND tutors' experience shared to students	From September 2008 to June 2009	Recruit Educational service =$13,440.00	Students' mathematics skills and preparation ability in mathematics competition upgraded and high-order thinking skills enhanced	Number of contests won PLUS students' performance assessed PLUS number of students involved in the training course.	Mr. Ho YK
	2.5 Applied Learning Course	To work with IVE to provide applied learning courses (video production) for 40 students.	Students can benefit from diversified learning opportunities provided.	From September 2008 to June 2009	Recruit Educational service =$26,246.00	Students' participation in the course and they will display their products for exhibition and assist teachers to video capture events in school function days.	Number. of students participated PLUS students' performance assessed by IVE	Mr. Tang YK
3. Enhancing Students' Language Proficiency	3.1 Enhancing students' proficiency of English Language	To hire outside services or employ teaching assistants to assist teachers in preparing and designing language teaching materials	Teachers' workload of teaching students with varied abilities relieved.	From September 2008 to August 2009	Recruit Educational service =$73,000.00	Students' language abilities and interest enhanced and both passing and credit % of the English increased	Students' academic achievement in lessons, tests and examinations PLUS teachers' assessment on students' interest in English proficiency	Mrs. Ng WSH

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	3.2 Enhancing students' Putonghua abilities	To employ 1 part-time tutor to assist teachers in training students to prepare for participating inter-school Putonghua competition	Teachers' workload of training students relieved AND the tutor's experience shared to students.	From October 2008 to November 2009	Salaries =$3,500.00	Students' participation and preparation ability in Putonghua upgraded.	Students' competition performance assessed PLUS number of students achieving awards.	Mrs. Yau LYK

Total Amount: $599,404.00