

St. Catharine's School for Girls
Plan on the Use of Capacity Enhancement Grant (2023-2024)

1. Objectives

To relieve teachers' overburdening workload for:

- 1.1 Contributing to students' Chinese and English proficiency
- 1.2 Enhancing teachers' capacity to cater for diverse student needs and raise learning and teaching quality
- 1.3 Enriching students' learning opportunities with various means for sustainable progress

2. Grant Use

2.1 Task Areas:

- A. Curriculum development
- B. Enhancing students' language proficiency
- C. Catering for diverse and special learning needs of students with different abilities
- D. Student personal development to stretch their capabilities
- E. Non-professional work of teachers

3. Proposals

3.1 The proposals for different uses of the grant are as follows:

3.1.1 Enhancement Programme in Chinese (2023-24)

Teacher i/c: Ko FM (Chinese Panel Head)

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism
B	<ul style="list-style-type: none"> 提升學生口語表達、溝通技巧 	<ul style="list-style-type: none"> 全港系統性評估(中三)口語訓練 <ul style="list-style-type: none"> 聘請導師進行中三級口語訓練，以應付全港性系統評估 	<ul style="list-style-type: none"> 協助老師作繁瑣而龐大的口語能力訓練工作，俾使老師在有限的課堂更有效地進行全面的語文教學。 讓學生得到合理而有效的訓練，提升口語溝通能力。 	<ul style="list-style-type: none"> 三月中至四月中其中一個星期六(每生出席一節，每節 1.5 小時，合共 30 小時) 	<ul style="list-style-type: none"> 每小時\$190 (一節 1.5 小時，每位導師各負責四節，共 5 位導師) 共 30 小時 合共 \$5,700 	<ul style="list-style-type: none"> 能配合任教老師的教學進度完成說話訓練 同學能掌握小組討論技巧 	<ul style="list-style-type: none"> 觀課 學生的意見 老師的意見
B、C	<ul style="list-style-type: none"> 提升學生書面表達溝通技巧 提升創意思維 	<ul style="list-style-type: none"> 參與坊間有質素的文化機構舉辦的寫作活動／邀請具創作及授課經驗的創作人開辦拔尖創作班，帶領學生進行另類閱讀與寫作，豐富學生學習與寫作的經驗。 	<ul style="list-style-type: none"> 提升學生創作及語文運用的能力。 協助老師拔尖、培訓尖子，減輕課堂以外的培訓工作，俾能專心發展校本課程。 	<ul style="list-style-type: none"> 共設 2 班 每班約 20 人，共 8 節，每節 1.5 小時 兩班合共 16 節 	<ul style="list-style-type: none"> 每節\$1,800 每班\$1,800 × 8 節 = \$14,400 兩班合共 \$28,800 	<ul style="list-style-type: none"> 創作作品 參加人數 觀察跟進 參加者日後在帶動校園創作文化的表現 	<ul style="list-style-type: none"> 觀課 問卷 評審作品
Estimated Amount:					\$34,500		

3.1.2 Training For Chinese Debating

Teacher i/c: Lo WF (Academic Head & Chinese Debating ic)

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism
D	<ul style="list-style-type: none"> 進階辯論訓練 	<ul style="list-style-type: none"> 聘請導師，協助老師培訓同學參與辯論活動 	<ul style="list-style-type: none"> 減輕老師訓練同學參加辯論活動的負擔 	<ul style="list-style-type: none"> 10/2023-6/2024 (共 9 堂，平均每個月兩次，每次 2.5 小時) 進行訓練。(堂數或會因應參與比賽數目而有所轉變) 	<ul style="list-style-type: none"> \$200 × 2.5 小時 × 9 = \$4,500 	<ul style="list-style-type: none"> 同學參與校際比賽 	<ul style="list-style-type: none"> 口頭詢問 觀課
Estimated Amount:					\$4,500		

3.1.3 Enhancement Programme in Mathematics

Teacher i/c: Mr. Tam YS (Mathematics Panel Head)

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism
C	<ul style="list-style-type: none"> To provide training for students with high potential. 	<ul style="list-style-type: none"> One 1.5-hour enrichment class (around 20 students selected from F.1) will be held after school. 	<ul style="list-style-type: none"> To further stretch students' potential in Mathematics. To alleviate teachers' workload on enhancing the students' performance in Mathematics. 	<ul style="list-style-type: none"> The Class starts from Sept., 2023 to May, 2024 <ul style="list-style-type: none"> ➤ 1 lesson per week ➤ Around 19 lessons for the whole period 	<ul style="list-style-type: none"> Salary of 1 tutor for 20 lessons: <ul style="list-style-type: none"> ➤ \$700/hour ➤ 1.5 hours/lesson ➤ 20 lessons ➤ Total = \$21,000 	<ul style="list-style-type: none"> Students in the class acquire more useful techniques in solving problems related to their syllabus. 	<ul style="list-style-type: none"> Questionnaires
C	<ul style="list-style-type: none"> To provide training for students with abilities in competitions. 	<ul style="list-style-type: none"> One 1.5-hour Mathematical Olympiad class (around 20 students selected from F.2-3) will be held after school. 	<ul style="list-style-type: none"> Students obtain more professional training. To alleviate teachers' workload on stretching the students' potential. 	<ul style="list-style-type: none"> The Class starts from Sept., 2023 to May, 2024 <ul style="list-style-type: none"> ➤ 1 lesson per week ➤ Around 19 lessons for the whole period 	<ul style="list-style-type: none"> Salary of 1 tutor for 20 lessons: <ul style="list-style-type: none"> ➤ \$850/hour ➤ 1.5 hours/lesson ➤ 20 lessons ➤ Total = \$25,500 	<ul style="list-style-type: none"> Students in the class obtain professional training and acquire more useful techniques in solving problems related to their syllabus and competitions so as to enhance their competitiveness. 	<ul style="list-style-type: none"> Questionnaires Students' results in competitions be evaluated.
Estimated Amount:					\$46,500		

3.1.4 Training on Study Skills

Teacher i/c: Mr. Lo Wan Fai (Academic Committee Head)

Task Area*	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism
A & C	<ul style="list-style-type: none"> Training on Study Skills for Form One students 	<ul style="list-style-type: none"> To seek service from a service provider to provide courses for all F.1 students on study skills. 	<ul style="list-style-type: none"> To alleviate teachers' workload on teaching students different study skills and strategies. 	<ul style="list-style-type: none"> 15 Sept and 9 October 2023 Providing training on study skills for all F.1 students in the first term. 	<ul style="list-style-type: none"> \$25,000 for all F.1 classes Two sessions 1 hour and 10 minutes each 	<ul style="list-style-type: none"> Students are able to list the advantages of different study methods. 	<ul style="list-style-type: none"> Observation Questionnaires Informal interviews
Estimated Amount:					\$25,000.00		

3.1.5 Tutoring Classes for F.1 Students (particularly for those not covered by SB grant)

Teacher i/c: Mr. Lo Wan Fai (Academic Committee Head)

Task Area*	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism
C	<ul style="list-style-type: none"> To cater for the learning needs of F.1 students who cannot meet the promotion criteria. To help them lay a good foundation in the core subjects. To educate them in small groups that help enhance their self-esteem. 	<ul style="list-style-type: none"> To employ 2-3 tutors to help conduct the enhancement programmes. SB grant will cover the expense of those economically underprivileged while CEG will cover the expense of those not covered by SB grant 	<ul style="list-style-type: none"> The performance of these students in the core subjects be improved. Learning needs of the students be catered for; through small class teaching. Self-esteem of the students be enhanced. 	<ul style="list-style-type: none"> From mid-July, 2024 to mid-August, 2024 	<ul style="list-style-type: none"> \$230 hourly rate 1.5 hours per lesson Around 20 lessons per tutor whole year About 3-4 students not covered by SB grant 2 per groups 2 tutors 	<ul style="list-style-type: none"> Students' learning attitude be improved. Most of the students find the enhancement programmes useful. 	<ul style="list-style-type: none"> Students' performance Observation
Estimated Amount:					\$13,800		

3.1.6 Whole Person Development Programmes (Workshops and activities)
Teacher i/c: Ms Kung Wai Kwan (Guidance Mistress)

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism
D	<ul style="list-style-type: none"> Pastoral care 	<ul style="list-style-type: none"> Responding to the work focus and the needs of the year, thematic seminars, workshops and activities are to be organized. 	<ul style="list-style-type: none"> Students are to acquire the knowledge in various aspects of personal development to enhance personal growth. Students are to gain a better understanding of oneself in context of relationships. 	<ul style="list-style-type: none"> Thematic talk/workshop for all students in F.1 to F.6. Training fees for busking activities (Sept.2023-May.2024) Workshops for F.1 to F.5 on interpersonal skills. (Sept.2023-Apr.2024) 	<ul style="list-style-type: none"> \$1,500x2=\$3,000 (regular workshop for F.1-6) \$900 (Prevention on sexual harassment for F.1) \$6,000 (target group) \$1,500 X 25 classes = \$37,500 	<ul style="list-style-type: none"> Students are able to have a positive attitude towards life. Students are able to acquire certain knowledge in relationship with opposite sex, and in mental health issues. 	<ul style="list-style-type: none"> Evaluation forms completed by the participant Evaluation meeting Self-evaluation
Estimated Amount:					\$47,400		

3.1.7 Part-time Helpers

Teacher i/c: Miss Cheung Tsui Yuk (Vice-principal – General Administration)

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism
E	<ul style="list-style-type: none"> To alleviate teachers' workload from non-teaching work. To keep good stock and inventory record of subject departments / functional groups. 	<p>To recruit part-time helpers (F.6 graduates) to do the following tasks:</p> <ol style="list-style-type: none"> To help teachers produce multi-media teaching aids; To help subject heads or functional groups update / upkeep teaching aids, special rooms, rooms, facilities, purchase items and inventory records, etc.; To help teachers handle / input data of examination papers, marks, comments; and To help teachers enter data and prepare resource materials. 	<ul style="list-style-type: none"> Integrating information technology into learning and teaching; Alleviating teachers from non-teaching work with a view to enhancing teachers' teaching professions and having more time to take care of students' holistic development; and Providing F.6 graduates with learning opportunities through helping teachers and enhancing their self-development. 	<ul style="list-style-type: none"> From May 2024 to Aug 2024 	<ul style="list-style-type: none"> \$20,000 for helpers' subsidy (\$100 per day × 8 days × 25) 	<ul style="list-style-type: none"> 80% of the teachers find these posts necessary and helpful. 80% of the teachers agree these posts be continued. 	<ul style="list-style-type: none"> Feedback from teachers concerned, especially subject heads and functional group heads
Estimated Amount:					\$20,000.00		