

**St. Catharine's School for Girls**  
**Plan on the Use of Capacity Enhancement Grant (2024-2025)**

**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 (2024-25)**  
**Teacher i/c: Ko FM (Chinese Panel Head)**

| <b>Task Area</b>         | <b>Major Area(s) of Concern</b>  | <b>Implementation Plan</b>  | <b>Benefits Anticipated (e.g. in what way teachers' workload is alleviated)</b>   | <b>Implementation Schedule</b>  | <b>Resources Required</b>  | <b>Performance Indicators</b>  | <b>Assessment Mechanism</b>  |
|--------------------------|--|---|---|---|--|--|--|
| B                        | <ul style="list-style-type: none"> <li>提升學生口語表達、溝通技巧</li> </ul>                        | <ul style="list-style-type: none"> <li>全港系統性評估(中三)口語訓練               <ul style="list-style-type: none"> <li>聘請導師進行中三級口語訓練，以應付全港性系統評估</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>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。</li> <li>讓學生得到合理而有效的訓練，提升口語溝通能力。</li> </ul>       | <ul style="list-style-type: none"> <li>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)</li> </ul>         | <ul style="list-style-type: none"> <li>每小時 \$190 (一節 1.5 小時，每位導師各負責四節，共 5 位導師)</li> <li>共 30 小時</li> <li>合共 \$5,700</li> </ul> | <ul style="list-style-type: none"> <li>能配合任教老師的教學進度完成說話訓練</li> <li>同學能掌握小組討論技巧</li> </ul>    | <ul style="list-style-type: none"> <li>觀課</li> <li>學生的意見</li> <li>老師的意見</li> </ul> |
| B                        | <ul style="list-style-type: none"> <li>訓練學生統籌、鑑賞、編輯文學作品的的能力</li> <li>發展共通能力</li> </ul> | <ul style="list-style-type: none"> <li>邀請坊間具經驗的文化雜誌編輯開辦編輯訓練班，教授學生文學性雜誌的編輯原則、方法和技巧，豐富學生另類學習的經驗，並為編輯校園文集《靈雨》作準備。</li> </ul>                                   | <ul style="list-style-type: none"> <li>文學雜誌編輯具備相關的經驗，能帶給學生寶貴的知識和技巧。</li> <li>學生從專業編輯現身說法學到編輯技巧之外，更能明白編輯工作的苦與樂，可作將來生涯規劃的參考。</li> </ul> | <ul style="list-style-type: none"> <li>共設 1 班</li> <li>名額約 20 人</li> <li>共 8 節，每節 1.5 小時</li> </ul> | <ul style="list-style-type: none"> <li>每節 \$1,800 × 8 節 = \$14,400</li> </ul>  | <ul style="list-style-type: none"> <li>參加人數</li> <li>觀察跟進</li> <li>參加者日後編輯校園文集的表現</li> </ul> | <ul style="list-style-type: none"> <li>觀課</li> <li>問卷</li> <li>老師的意見</li> </ul>    |
| <b>Estimated Amount:</b> |  |   |   |   | <b>\$20,100.00</b>   |  |  |

### 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"> <li>辯論訓練</li> </ul> | <ul style="list-style-type: none"> <li>聘請導師，協助老師培訓同學參與辯論活動</li> </ul> | <ul style="list-style-type: none"> <li>減輕老師訓練同學參加辯論活動的負擔</li> </ul>      | <ul style="list-style-type: none"> <li>10/2024-6/2025 (共 8 堂，平均每個月兩次，每次 2.5 小時) 進行訓練。<br/>(堂數或會因應參與比賽數目而有所轉變)</li> </ul> | <ul style="list-style-type: none"> <li>\$220 × 2.5 小時 × 8</li> <li>= \$4,400</li> </ul> | <ul style="list-style-type: none"> <li>同學參與校際比賽</li> </ul> | <ul style="list-style-type: none"> <li>口頭詢問</li> <li>觀課</li> </ul> |
| <b>Estimated Amount:</b> |  |   |  |  | <b>\$4,400.00</b>   |  |  |

**3.1.3 Training for the Debating Team (English)**  
**Teacher i/c: Lee Ching Yan**

| 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 & D                    | <ul style="list-style-type: none"> <li>English Debating Team</li> </ul> | <ul style="list-style-type: none"> <li>To employ a teacher to train students to prepare for the Debating Competition (Hong Kong Secondary School Debating Competition and Sing Tao Inter-School Debating Competition).</li> <li>To purchase any trophy.</li> </ul> | <ul style="list-style-type: none"> <li>To alleviate teachers' workload on training students for the Debating Competition (Last year we sent 3 teams and managed to win the first runner-up in the grand final with the help of a coach.)</li> </ul> | <ul style="list-style-type: none"> <li>2<sup>nd</sup> Sept., 2024, to 31<sup>st</sup> July, 2025</li> <li><b>Course 1:</b> Providing training of debating for <b>senior form</b> students to enter the debating competition. (Ad hoc, at least 5 times before each round of competition, assuming having at least 5 rounds of competitions)</li> <li><b>Course 2:</b> Providing training of critical thinking and debating skills for <b>junior form</b> students to get prepared to be the team members of the debating team (At least 10 sessions per term)</li> </ul> <p>(*Course 1 and 2 will be held simultaneously.)</p> | <ul style="list-style-type: none"> <li>Course 1: 25 sessions, 2 hour per session, <b>\$500 x 25 x 2 = \$25,000</b></li> <li>Course 2: 20 sessions, 2 hour per session, <b>\$500 x 20 x 2 = \$20,000</b></li> <li>Total fee for courses: \$25,000 + \$20,000 = \$45,000</li> </ul> | <ul style="list-style-type: none"> <li>Students master the essence and techniques of debating skills and get good results in the competitions.</li> </ul> | <ul style="list-style-type: none"> <li>Awards</li> <li>Observation</li> <li>Informal interview</li> </ul> |
| <b>Estimated Amount:</b> |   |  |   |  | <b>\$45,000.00</b>  |   |   |

**3.1.4 Training for Speech Festival (English & Chinese)**  
**Teacher i/c: Mr Lo Wan Fai (Academic Head)**

| <b>Task Area*</b>        | <b>Major Area(s) of Concern</b>  | <b>Implementation Plan</b>   | <b>Benefits Anticipated (e.g. in what way teachers' workload is alleviated)</b>   | <b>Implementation Schedule</b>  | <b>Resources Required</b>  | <b>Performance Indicators</b>   | <b>Assessment Mechanism</b>  |
|--------------------------|--|--|---|---|--|---|--|
| B & D                    | <ul style="list-style-type: none"> <li>Speech Festival (Solo Verse Speaking, Dramatic Duologue and Public Speaking)</li> </ul> | <ul style="list-style-type: none"> <li>To employ a few tutors or trainers to train students to prepare for the Speech Festival, Solo Verse Speaking, Dramatic Duologue and Public Speaking.</li> </ul> | <ul style="list-style-type: none"> <li>To alleviate teachers' workload on training students for the Festival (normally each year there will be around 80-100 entries).</li> </ul> | <ul style="list-style-type: none"> <li>early Sept., to mid-Dec., 2024</li> <li>Providing training of Solo Verse Speaking for students. (around two to three days after school)</li> <li>Providing training of Dramatic Duologue for students (around two to three days after school)</li> </ul> | <ul style="list-style-type: none"> <li>Tutors for Chinese Speech Festival training : \$25000</li> <li>Tutors for English Speech Festival training : \$25000</li> </ul> | <ul style="list-style-type: none"> <li>Students master the essence and techniques of reciting poems and perform in public.</li> </ul> | <ul style="list-style-type: none"> <li>Observation , and informal interview</li> </ul> |
| <b>Estimated Amount:</b> |  |  |   |   | <b>\$50,000.00</b>   |   |  |

### 3.1.5 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"> <li>To provide training for students with high potential.</li> </ul>            | <ul style="list-style-type: none"> <li>One 1.5-hour enrichment class (around 20 students selected from F.1) will be held after school.</li> </ul>              | <ul style="list-style-type: none"> <li>To further stretch students' potential in Mathematics.</li> <li>To alleviate teachers' workload on enhancing the students' performance in Mathematics.</li> </ul> | <ul style="list-style-type: none"> <li>The Class starts from Sept., 2024 to May, 2025               <ul style="list-style-type: none"> <li>➤ 1 lesson per week</li> <li>➤ Around 20 lessons for the whole period</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Salary of 1 tutor for 20 lessons:               <ul style="list-style-type: none"> <li>➤ \$700/hour</li> <li>➤ 1.5 hours/lesson</li> <li>➤ 20 lessons</li> <li>➤ Total = \$21,000</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Students in the class acquire more useful techniques in solving problems related to their syllabus.</li> </ul>  | <ul style="list-style-type: none"> <li>Questionnaires</li> </ul>  |
| C                        | <ul style="list-style-type: none"> <li>To provide training for students with abilities in competitions.</li> </ul> | <ul style="list-style-type: none"> <li>One 1.5-hour Mathematical Olympiad class (around 20 students selected from F.2-3) will be held after school.</li> </ul> | <ul style="list-style-type: none"> <li>Students obtain more professional training.</li> <li>To alleviate teachers' workload on stretching the students' potential.</li> </ul>                            | <ul style="list-style-type: none"> <li>The Class starts from Sept., 2024 to May, 2025               <ul style="list-style-type: none"> <li>➤ 1 lesson per week</li> <li>➤ Around 20 lessons for the whole period</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Salary of 1 tutor for 20 lessons:               <ul style="list-style-type: none"> <li>➤ \$850/hour</li> <li>➤ 1.5 hours/lesson</li> <li>➤ 20 lessons</li> <li>➤ Total = \$25,500</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>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.</li> </ul> | <ul style="list-style-type: none"> <li>Questionnaires</li> <li>Students' results in competitions be evaluated.</li> </ul> |
| <b>Estimated Amount:</b> |  |  |  |   | <b>\$46,500.00</b>  |  |   |

### 3.1.6 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"> <li>Training on Study Skills for Form One students</li> </ul> | <ul style="list-style-type: none"> <li>To seek service from a service provider to provide courses for all F.1 students on study skills.</li> </ul> | <ul style="list-style-type: none"> <li>To alleviate teachers' workload on teaching students different study skills and strategies.</li> </ul> | <ul style="list-style-type: none"> <li>13,30 Sept 2024</li> <li>Providing training on study skills for all F.1 students in the first term.</li> </ul> | <ul style="list-style-type: none"> <li>\$25000 for all F.1 classes</li> <li>Two sessions</li> <li>1 hour and 10 minutes each</li> </ul> | <ul style="list-style-type: none"> <li>Students are able to list the advantages of different study methods.</li> </ul> | <ul style="list-style-type: none"> <li>Observation</li> <li>Questionnaires</li> <li>Informal interviews</li> </ul> |
| <b>Estimated Amount:</b> |  |  |   |   | <b>\$25,000.00</b>  |  |  |

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

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

| <b>Task Area*</b>        | <b>Major Area(s) of Concern</b>  | <b>Implementation Plan</b>  | <b>Benefits Anticipated (e.g. in what way teachers' workload is alleviated)</b>   | <b>Implementation Schedule</b>  | <b>Resources Required</b>   | <b>Performance Indicators</b>  | <b>Assessment Mechanism</b>  |
|--------------------------|--|---|---|---|---|--|--|
| C                        | <ul style="list-style-type: none"> <li>To cater for the learning needs of F.1, students who cannot meet the promotion criteria.</li> <li>To help them lay a good foundation in the core subjects.</li> <li>To educate them in small groups that help enhance their self-esteem.</li> </ul> | <ul style="list-style-type: none"> <li>To employ 2-3 tutors to help conduct the enhancement programmes.</li> <li>SB grant will cover the expense of those economically underprivileged while CEG will cover the expense of those not covered by SB grant</li> </ul> | <ul style="list-style-type: none"> <li>The performance of these students in the core subjects be improved.</li> <li>Learning needs of the students be catered for; through small class teaching.</li> <li>Self-esteem of the students be enhanced.</li> </ul> | <ul style="list-style-type: none"> <li>From mid-July, 2025 to mid-August, 2025</li> </ul> | <ul style="list-style-type: none"> <li>\$230 hourly rate</li> <li>1.5 hours per lesson</li> <li>Around 20 lessons per tutor whole year</li> <li>About 3-4 students not covered by SB grant</li> <li>2 per groups</li> <li>2 tutors</li> </ul> | <ul style="list-style-type: none"> <li>Students' learning attitude be improved.</li> <li>Most of the students find the enhancement programmes useful.</li> </ul> | <ul style="list-style-type: none"> <li>Students' performance</li> <li>Observation</li> </ul> |
| <b>Estimated Amount:</b> |  |   |   |   | <b>\$10,350.00</b>  |  |  |



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

| <b>Task Area</b>         | <b>Major Area(s) of Concern</b>                                 | <b>Implementation Plan</b>   | <b>Benefits Anticipated (e.g. in what way teachers' workload is alleviated)</b>   | <b>Implementation Schedule</b>  | <b>Resources Required</b>  | <b>Performance Indicators</b>   | <b>Assessment Mechanism</b>  |
|--------------------------|---|--|---|---|--|---|--|
| D                        | <ul style="list-style-type: none"> <li>Pastoral care</li> </ul> | <ul style="list-style-type: none"> <li>Responding to the work focus and the needs of the year, thematic seminars, workshops and activities are to be organized.</li> </ul> | <ul style="list-style-type: none"> <li>Students are to acquire the knowledge in various aspects of personal development to enhance personal growth.</li> <li>Students are to gain a better understanding of oneself in context of relationships.</li> </ul> | <ul style="list-style-type: none"> <li>Thematic talk/workshop for all students in F.1 and 2</li> <li>Workshops for F.1 to F.5 on relational issues. (Sept.2024-Apr.2025)</li> </ul> | <ul style="list-style-type: none"> <li>\$4,800 (F.1)</li> <li>\$16,750 (F.2)</li> <li>\$1,500 X 25 classes=\$37,500</li> </ul> | <ul style="list-style-type: none"> <li>Students are able to have a positive attitude towards life.</li> <li>Students are able to acquire certain knowledge in relationship with opposite sex, and in mental health issues.</li> </ul> | <ul style="list-style-type: none"> <li>Evaluation forms completed by the participant</li> <li>Evaluation meeting</li> <li>Self-evaluation</li> </ul> |
| <b>Estimated Amount:</b> |   |  |   |   | <b>\$59,050.00</b>   |   |  |

### 3.1.9 Part-time Helpers

Teacher i/c: Mr Lo Wan Fai (Vice-principal)

| 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"> <li>To alleviate teachers' workload from non-teaching work.</li> <li>To keep good stock and inventory record of subject departments / functional groups.</li> </ul> | To recruit part-time helpers (F.6 graduates) to do the following tasks: <ol style="list-style-type: none"> <li>To help teachers produce multi-media teaching aids;</li> <li>To help subject heads or functional groups update / upkeep teaching aids, special rooms, rooms, facilities, purchase items and inventory records, etc.;</li> <li>To help teachers handle / input data of examination papers, marks, comments; and</li> <li>To help teachers enter data and prepare resource materials.</li> </ol> | <ul style="list-style-type: none"> <li>Integrating information technology into learning and teaching;</li> <li>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</li> <li>Providing F.6 graduates with learning opportunities through helping teachers and enhancing their self-development.</li> </ul> | <ul style="list-style-type: none"> <li>From May 2025 to Aug 2025</li> </ul> | <ul style="list-style-type: none"> <li>20,000 for helpers' subsidy (\$100 per day × 8 days × 25)</li> </ul> | <ul style="list-style-type: none"> <li>80% of the teachers find these posts necessary and helpful.</li> <li>80% of the teachers agree these posts be continued.</li> </ul> | <ul style="list-style-type: none"> <li>Feedback from teachers concerned, especially subject heads and functional group heads</li> </ul> |
| <b>Estimated Amount:</b> |  |   |  |   | <b>\$20,000.00</b>  |  |   |