

**St. Catharine's School for Girls**  
**Plan on the Use of Capacity Enhancement Grant (2025-2026)**

**1. Objectives**

- 1.1 To relieve teachers' overburdening workload for:
  - 1.1.1 curriculum development, including the integration of information technology in teaching
  - 1.1.2 enhancing students' language proficiency
  - 1.1.3 coping with the diverse and special learning needs of students with varied abilities, ranging from the gifted ones to those with learning difficulties

**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 (2025-26)**  
**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，幫助老師更好地完成校園創作文集《靈雨》的出版工作，減輕老師帶領「靈雨編輯小組」進行《靈雨》編輯工作的負擔，俾使老師更有效運用時間進行教學工作。</li> <li>學生能從專業編輯的現身說法中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 × 10 節 = \$18,000</li> </ul>	<ul style="list-style-type: none"> <li>同學能根據導師指示完成指定習作</li> <li>同學能在製作校園創作文集時運用所學知識</li> </ul>	<ul style="list-style-type: none"> <li>編輯班導師的觀察和意見</li> <li>靈雨編輯小組負責老師的觀察</li> <li>問卷</li> </ul>
<b>Estimated Amount:</b>					<b>\$23,700.00</b>		

**3.1.2 Training for Chinese Debating**  
**Teacher i/c: Lo WF (Academic Head & Chinese Debating ic)**

<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>• 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>• 10/2025-6/2026（共15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）</li> </ul>	<ul style="list-style-type: none"> <li>• \$250 × 2.5 小時 × 15 = \$9,375</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>\$9,375</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 coach to train students to prepare for debating competitions (Hong Kong Secondary School Debating Competition and Sing Tao Inter-School Debating Competition).</li> </ul>	<ul style="list-style-type: none"> <li>To alleviate the two teacher advisors' workload of supervising and training two to three school debating teams.</li> </ul>	<ul style="list-style-type: none"> <li><b>Course 1:</b> (1<sup>st</sup> Sept., 2025, to 31<sup>st</sup> July, 2026) 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> (15<sup>th</sup> Sept., 2025, to 16<sup>th</sup> Jan, 2026) Providing training of critical thinking and debating skills for <b>junior form</b> students and new team members to get prepared to be the competing members.</li> </ul>	<ul style="list-style-type: none"> <li>Course 1: 30 sessions, 1.5 hours per session, <b>\$500 × 30 × 1.5</b> <b>= \$22,500</b></li> <li>Course 2: 10 sessions, 1.5 hours per session, <b>\$500 × 10 × 1.5</b> <b>= \$7,500</b></li> <li>Total fee for courses: \$22,500 + \$7,500 <b>= \$30,000</b></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>B &amp; D</li> </ul>
<b>Estimated Amount:</b>					<b>\$30,000.00</b>		

**3.1.4 Training for Speech Festival (English & Chinese)  
Teacher i/c: 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., 2025</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: \$23,500</li> <li>Tutors for English Speech Festival training: \$23,500</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>\$47,000</b>		

**3.1.5 Percussion ensemble training (Music)**  
**Teacher i/c: Ko SY (Music teacher)**

<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>Percussion ensemble training</li> </ul>	<ul style="list-style-type: none"> <li>To employ conductor to train students to prepare for the percussion ensemble performances and competitions.</li> </ul>	<ul style="list-style-type: none"> <li>To alleviate teachers' workload on training students for the percussion ensemble performances and competitions (newly formed school team)</li> </ul>	<ul style="list-style-type: none"> <li>early Sept, 2025 to June, 2026</li> <li>Regular percussion training every week</li> <li>Total: 20 lessons (1 hour)</li> <li>Target students: Around 10-12 students</li> </ul>	<ul style="list-style-type: none"> <li>Conductor fee for percussion ensemble</li> <li>\$720/hr × 20 lessons = \$14,400</li> </ul>	<ul style="list-style-type: none"> <li>Students learn the percussion techniques and can perform in ensemble.</li> </ul>	<ul style="list-style-type: none"> <li>Observation, informal interview, performances/competitions</li> </ul>
<b>Estimated Amount:</b>					<b>\$14,400</b>		

### 3.1.6 Training on Study Skills

Teacher i/c: 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>12/9, 13/10</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>\$22,000 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>\$22,000.00</b>		

**3.1.7 Tutoring Classes for students of special needs (particularly for those not covered by NCS grant)  
Teacher i/c: 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"> <li>• To cater for those with special learning needs</li> <li>• To educate them in small groups that help improve their academic weakness</li> </ul>	<ul style="list-style-type: none"> <li>• To employ 1-2 tutors to help conduct the enhancement programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• The academic performance of these students be improved.</li> <li>• Learning needs of the students be catered for; through small class teaching.</li> </ul>	<ul style="list-style-type: none"> <li>• From Sept, 2025 to mid-August, 2026</li> </ul>	<ul style="list-style-type: none"> <li>• \$300 hourly rate</li> <li>• 1.5 hours per lesson</li> <li>• 25 lessons per tutor whole year</li> </ul>	<ul style="list-style-type: none"> <li>• Students' learning attitude and performance 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>\$11,250</b>		

**3.1.8 Whole Person Development Programmes (Workshops and Activities)**  
**Teacher i/c: 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 workshop for all students in F.1</li> <li>Workshops for F.1 to F.5 on relational issues. (Sept.2025-Apr.2026)</li> </ul>	<ul style="list-style-type: none"> <li>\$4,800 (F.1)</li> <li>\$1800 × 25 classes=\$45,000</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>\$49,800</b>		

**3.1.9 Part-time Helpers**  
**Teacher i/c: Lo Wan Fai (Vice-principal)**

<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>E</b>	<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, 2026 to Aug, 2026</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</b>		

**3.1.9 Enhancement Programme in Physics**  
**Teacher i/c: Chow WK (Physics 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>
C	<ul style="list-style-type: none"> <li>To prepare materials and provide drilling for students with potential</li> </ul>	<ul style="list-style-type: none"> <li>One 1.5-hour enrichment class (around 10 students selected) will be held after school</li> </ul>	<ul style="list-style-type: none"> <li>To alleviate teachers' workload on enhancing students' performance in Physics</li> <li>To further stretch students' potential</li> </ul>	<ul style="list-style-type: none"> <li>Class starts from Jan to Jun 2026</li> <li>4 lessons per month</li> <li>Around 20 lessons for the whole period</li> </ul>	<ul style="list-style-type: none"> <li>Salary of 2 tutors for 20 lessons</li> <li>\$200/hour × 2 tutors</li> <li>1.5 hours / lesson</li> <li>20 lessons</li> <li>Total = \$12,000</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>
<b>Estimated Amount:</b>					<b>\$12,000</b>		