

St. Catharine's School for Girls
Plan on the Use of Capacity Enhancement Grant (2022-2023)

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
Teacher i/c: Ms. 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 \$5700 	<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	<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"> 一班約 15 人 共 8 課，每節 1.5 小時，共 12 小時 	<ul style="list-style-type: none"> 合共 \$12,000 	<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:					\$17,700.00		

3.1.2 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 low achievers. 	<ul style="list-style-type: none"> Two 1-hour strengthening classes (around 20 students selected from F.1) will be held after school. Two 1-hour strengthening classes (around 20 students selected from F.2) will be held after school. Two 1-hour strengthening classes (around 20 students selected from F.3) will be held after school. 	<ul style="list-style-type: none"> Students should have more opportunities to consolidate their foundation of Mathematics. To alleviate teachers' workload on helping the students in need. 	<ul style="list-style-type: none"> All classes start from Sept., 2022 to May, 2023 <ul style="list-style-type: none"> ➤ 1 lesson per week ➤ Around 19 lessons for the whole period 	<ul style="list-style-type: none"> F.1-3 strengthening classes: Salary of 6 tutors for 19 lessons: <ul style="list-style-type: none"> ➤ \$300/hour ➤ 1 hour/lesson ➤ 19 lessons ➤ Total= \$34,200 	<ul style="list-style-type: none"> Students improve their Mathematics results compared with two official assessments. 	Questionnaires
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., 2022 to May, 2023 <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 19 lessons: <ul style="list-style-type: none"> ➤ \$700/hour ➤ 1.5 hours/lesson ➤ 19 lessons ➤ Total= \$19,950 	<ul style="list-style-type: none"> Students in the class acquire more useful techniques in solving problems related to their syllabus. 	Questionnaires
C	<ul style="list-style-type: none"> To provide training for students with 	<ul style="list-style-type: none"> One 1.5-hour Mathematical Olympiad class (around 20 students 	<ul style="list-style-type: none"> Students obtain more professional training. 	<ul style="list-style-type: none"> The Class starts from Sept., 2022 to May, 2023 	<ul style="list-style-type: none"> Salary of 1 tutor for 19 lessons: <ul style="list-style-type: none"> ➤ \$850/hour 	<ul style="list-style-type: none"> Students in the class obtain professional training and acquire 	<ul style="list-style-type: none"> Questionnaires Students' results in

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
	abilities in competitions.	selected from F.2-3) will be held after school.	<ul style="list-style-type: none"> To alleviate teachers' workload on stretching the students' potential. 	<ul style="list-style-type: none"> ➤ 1 lesson per week ➤ Around 19 lessons for the whole period 	<ul style="list-style-type: none"> ➤ 1.5 hours/lesson ➤ 19 lessons ➤ Total = \$24,225 	more useful techniques in solving problems related to their syllabus and competitions so as to enhance their competitiveness.	competitions be evaluated.
Estimated Amount:					\$78,375.00		

3.1.3 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"> 10, 17 and 24 October 2022 Providing training on study skills for all F.1 students in the first term. 	<ul style="list-style-type: none"> \$35,000 for all F.1 classes Three 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:					\$35,000.00		

3.1.4 Enhancement Course for F.1 students (English)
Teacher i/c: Ms. Ng Wing Sze (English 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"> English Enhancement Course 	<ul style="list-style-type: none"> To employ a teacher to provide intensive training course to enhance F.1 weak students' language proficiency. The weak students need extra help to lay a better foundation in English. 	<ul style="list-style-type: none"> To alleviate teachers' workload on providing extra remedial work for students to enhance their language proficiency. 	<ul style="list-style-type: none"> 19th Sept. 2022, to 30th May., 2023 Course 1 (1st Term): Providing remedial work for F.1 students who need extra help for 10 times for two days (2 batches of students) Course 2 (2nd Term): Providing remedial work for F.1 students who need extra help for 14 times for two days (2 batches of students) 	<ul style="list-style-type: none"> Course 1: \$450 × 10 × 2= 9,000 Course 2: \$450 × 14× 2=12,600 Total: \$9,000+\$12,600= \$21,600 	<ul style="list-style-type: none"> Students' language competence be enhanced and improvement be shown in the exam results. 	<ul style="list-style-type: none"> Observation, and informal interview
Estimated Amount:					\$21,600.00		

3.1.5 Tutorial Classes for F.1 to F.3 Students

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, F.2 and F.3 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 3 tutors to help conduct the enhancement programmes. 	<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, 2022 to mid-August, 2022 	<ul style="list-style-type: none"> $\\$1,600 \text{ per day} \times 6 \text{ days} \times 3 = \\$9,600 \times 3 = \\$28,800$ 	<ul style="list-style-type: none"> The students concerned attend all the lessons and submit the assignments. Students' learning attitude be improved. 80% of the students find the enhancement programmes useful. 	<ul style="list-style-type: none"> Students' performance Observation
Estimated Amount:					\$28,800.00		

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. Calligraphy class Busking (Sept.2022-May.2023) Workshops for F.1 to F.5 on relational issues. (Sept.2022-Apr.2023) 	<ul style="list-style-type: none"> $\\$1300 \times 2 = \\2600(F.1-6) + $\\$2000$(F.1)+$\\5000 (F.1-6) + $\\$5000$(F.1-6) =$\\$14,600$ $\\$1,300 \times 25$ classes=$\\$32,500$ 	<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:					\$47,100		

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. 	To recruit part-time helpers (F.6 graduates) to do the following tasks: <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 2023 to Aug 2023 	<ul style="list-style-type: none"> 28,800for helpers' subsidy (\$100 per day × 12 days × 24) 	<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:					\$28,800.00		

3.1.10 Teacher Assistant
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
A, D, E	<ul style="list-style-type: none"> To relieve teachers' workload from administration work 	Employ two teacher assistant <ul style="list-style-type: none"> To assist in holding enrichment programs and activities for students To do substitution work of teachers To help teachers with clerical work, i.e. word-processing, minutes, program plans, reports, tests and examination papers, handling quotations, transcription of purchase slips, etc To perform other duties as required 	<ul style="list-style-type: none"> Teachers' administrative workload will be released, with their time and energy better spent on teaching. Teachers would have more time in planning lessons and attending to individual student needs. 	<ul style="list-style-type: none"> From Sept 2022 to Aug 2023. 	<ul style="list-style-type: none"> $(\\$18,000 \text{ per month} \times 12 \text{ months} + \text{MPF}) \times 2 = \\$453,600$ 	<ul style="list-style-type: none"> 80% of teachers agree that this post could help relieve their workload. 80% of teachers agree that this post should be opened continuously. 	<ul style="list-style-type: none"> Issuing questionnaires to gather feedback from teachers
Estimated Amount:					\$453,600.00		