

St. Louis School : Plan on Use of Capacity Enhancement Grant (CEG) in 2008/09 School Year

Means by which teachers have been consulted: Open invitation and staff meetings

No. of operating classes: 29

CEG received (2008/09): **\$463100**

No.	Program Title	Task Area #	Major Areas(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	I/C
1	IT Assistant	A & D	To provide a comprehensive technical support to students, teachers and administrators on all aspects relating to IT usage and facilities	To employ 1 full-time IT assistant in providing IT services: WebSAMS, eClass, SAMS on-line, SLS main web page, Student i-Link; Print service, Web-based learning service; eTV service, storage services as M, N & T drive, ECA service, resources, booking service, announcement service, etc.	<ul style="list-style-type: none"> The workload of the administrative staff and the IT team will be relieved; Teachers will be relieved of some of the workload and be technically supported in using IT on learning & teaching and in communicating externally and internally.. 	1/9/08 - 31/8/09 (12 months)	Salary: \$10,300.00 per month (plus 5% MPF); Total salary: \$129,780.00	<ul style="list-style-type: none"> Teachers meet the 25% minimum requirements of use of IT in teaching 90% of the IT services listed in the Annual Plan can be provided. 	<ul style="list-style-type: none"> Performance appraisal on the IT assistants; Survey 	TYS

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2	Religious Education Master	A, D & E	<ul style="list-style-type: none"> To supervise and co-ordinate the overall religious education and activities of the School; To take up a sharing part in the teaching duties of the Religious Studies Panel; To organize & monitor the running of the religious soldalities; To offer religious education lessons for the catholics and catechists in the General Education program; To assist pastoral caring of the students; To assist teachers in carrying out the duty of “presence” on the weekly Religious Formation Day 	To employ one full-time staff (including a personal assistant) as the Religious Education Master	The workload of all the teachers, particularly the teachers of the Religious Studies Panel and the pastoral care team will be relieved.	From 1/9/08 until 31/8/09	Salary of the Religious Education Master for the year - \$152148 (\$12679 per month)	75% of the teachers concerned (panel/team members of Religious Ed. Panel, Religious Activities Team and Pastoral Care Team) agree that their workload is relieved and the overall behaviour of students is improved.	Survey	NDL

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3	Part-time (½) Administrative Assistant for school management	D	<ul style="list-style-type: none"> To assist the principal and the 2 vice-principals in administrative work; To assist the school office in administrative work under the supervision of the principal and the 2 vice-principals; 	To employ 1 part-time administrative assistant	<ul style="list-style-type: none"> The workload of the principal and the 2 vice-principals will be relieved; The administrative work of the school office becomes more efficient. 	1/9/08 - 31/8/09 (12 months)	Salary: \$4668 per month (plus 5% MPF); Total salary: \$58816.80	Rating of the Principal & the 2 Vice-principals about the performance of the part-time A.A. reaches 4 or above in a 5-point scale rating.	Survey	CY W
4	Biology Remedial Program (S4 & 5)	C	<p><i>Catering the diversity of students (SDP 2.4):</i></p> <p>To provide extra learning opportunities for the academically weak students.</p>	To employ tutors in holding tutorial lessons for S4 (3 lessons) & S5 (10 lessons) weak students; S4: 2 groups (40 @); S5: 2 groups (40 @)	The workload of the Biology teaching staff will be relieved and students will benefit.	F.4: May 09 F.5: Sept 08 – Jan 09	Tutors' remuneration: (\$300/lesson; 1.5 hr/lesson) F4: \$300 x 2 (times per week) x3 (week) = \$1800 F5: \$300 x 2 x 10 = \$6000 F4 + F5 = \$7,800	<ul style="list-style-type: none"> More than 50% of participants attain an attendance of 50%; Their participation in class and learning attitude is considered as good by the tutors; The participants consider the course useful. 	1. Observe the students' attendance, participation in class and learning attitude; 2. Tutors and students involved will be asked to comment on the following aspects of the course: (i)content,	TYH

									(ii)approaches, (iii)time, (iv)arrangement, and (v)others. Scrutinizing documents: attendance record, questionnaires	
5	Physics Special Remedial Program (S4)	C	<i>Catering the diversity of students (SDP 2.4):</i> To provide extra learning opportunities for the academically weak students.	To employ 4-5 tutors (with excellent results in HKCEE & HKALE Physics) in holding 12-15 tutorial sessions (75' @) for S4 bottom students (no.: 20).	The workload of the Physics teaching staff will be relieved and bottom students will benefit.	Nov. – Dec. 2008	Tutors' remuneration: \$6,000 (\$250 x 24 lessons)	Pass rate of HKCEE 2009 of Physics will be 90% or above	Check HKCEE 2009 results	HLC
6	Oral Training Course in Putonghua (S1-3)	B & C	<i>Catering the diversity of students (SDP 2.4);</i> <i>Improve students' speaking skills (SDP 3.2):</i> To give opportunities to more capable students as school representatives in Speech Festival	To recruit tutors from the Yihai Putonghua Learning Centre in conducting 12 supplementary lessons for selected students.	The workload of the Putonghua teaching staff be relieved and students will benefit.	From 10/08 to 11/08 (after school hours)	Salary of the tutors – \$5,400 (\$450/hr x 12)	Participants achieve rewarding results in Speech Festival	Results & Feedbacks from adjudicators of Speech Festival.	CK K

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7	Oral Examinations helpers	D	To provide much needed assistance to teachers in conducting oral exams.	To employ past students as helpers in conducting oral exams. (2 helpers for each exam / level)	The teaching load of the teachers in the English panel will be relieved	Exam period.	Remuneration of helpers: \$3,000 (include \$200 x 15 helpers)	Smooth running of the oral exams.	Evaluation by the panel and the examiners.	CWW
8	S4 Learning and Physical Training Camp	C & E	To drill examination skills and build up confidence among selected S4 students	To recruit 20 S5 graduates as student helpers in running 8 tutorials & a 4-days 3-nights camp for 70-80 S4 target students.	The workload of the S4 teaching staff will be relieved	Summer vacation 2009	Subsidy of camp fee for the student helpers: \$12,000 (\$600 x 20)	75% of the participants agree that the student helpers are useful.	<ul style="list-style-type: none"> • Survey to gather feedback from participants; • Discussion 	CYW
9	S6 Orientation Camp	C & E	<ul style="list-style-type: none"> • To introduce the new school life of S6/7; • To build up confidence, leadership skills and collaborative spirit among S6 students as student leaders; 	To recruit 10 student helpers in assisting the teachers i/c to conduct activities in the camp.	The workload of teacher advisors of students' organizations will be relieved	Summer vacation 2009	Subsidy of camp fee for the student helpers: \$5,700 (\$380 x 15)	75% of the participants agree that the student helpers are useful.	<ul style="list-style-type: none"> • Survey to gather feedback from participants; • Discussion 	CYW

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10+	SGT Training Camp	C	Development of S1 students. Enhancing their adaptability to face the change of secondary lives.	To organize training camp to equip knowledge and skill to facilitate mentors' growing	<ul style="list-style-type: none"> ◆ to enhance the mutual support among higher form and lower form students. ◆ to assist F.1 students to adapt the secondary school life 	September 2008	Training fee for 23 students: 23x\$100= Total: \$2300	75% of the participants find the activity useful.	Questionnaire	KSW
11+	Study Motivation Enhancement Group	C	Lower achievers of S2	To organize a set of activities: group, camp	<ul style="list-style-type: none"> ◆ to enhance students' self efficacy and ◆ to affect students' learning environment 	Oct 08 to April 09	Training fee: \$1,600	75% of the participants find the activity useful.	Questionnaire	KSW

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12	Chinese Music Orchestra Subsidy Scheme	E	To facilitate training and running of the School Chinese Music Orchestra.	To employ professional musicians as instructors and conductors of the School Chinese Music Orchestra.	Tuition fee of the participating students will be subsidized; Workload of the teacher advisors and the music teachers will be relieved.	After school hours throughout the academic year 06-07	Subsidy of remuneration of the instructors / conductors: \$35,000 \$400/hr. x 75 + Extra Practice for Open Day \$5000 Total = 35,000 + 5,000 = 40,000	<ul style="list-style-type: none"> Steady increase in students' enrolment; Attendance rate of participants reaches 75% or above; Satisfactory number of open performances 	<ul style="list-style-type: none"> Appraisal on the instructors / conductors; Attendance record; Performance in open contests and open events 	CCP
13	Football Coach	E	To cultivate a strong sense of belongingness to school.	To employ an external expertise as coach of School Football Team	Students will get more intensive and high quality training while the working load of teachers will be relieved.	Sept. 06– April 07	Salary of coach: \$200/hr x 64 sessions 1.5 hr/session) = \$19,200	Achieving satisfactory results in inter-school football competitions organized by HKSSF.	<ul style="list-style-type: none"> Attendance; Results of inter-school football competition. 	CBL
14	Basketball Coach	E	To cultivate a strong sense of belongingness to school	Since the teacher advisor is not good at basketball, we must then employ an external expertise as coach of	Students will get more intensive and high quality training from the professional basketball coach.	Oct., 08-June, 09	Salary of coach: \$500 (for A Grade) x 9 sessions 1.5 hr/session)	Achieving satisfactory results in inter-school basketball competitions	<ul style="list-style-type: none"> Attendance; Results of inter-school basketball competition. 	LSP

				School Basketball Team			=\$4,500. \$400 (for B and C Grade) x 30 sessions 1.5 hr/session) =\$12,000. Total=4500 +\$12000= \$16450	organized by HKSSF		
							Total :			
							\$460,194.80			

Total: \$460194.80

Legend:
 # A: curriculum development; B: enhancing students' language proficiency; C: coping with the diverse and special learning needs of students; D: school administration; E: school activity.
 + New program

CYW
28/10/2008