

SKH LAM WOO MEMORIAL SECONDARY SCHOOL

Plan on Use of the Capacity Enhancement Grant (2017-2018)

Name of school:

SKH Lam Woo Memorial Secondary School

Means by which teachers have been consulted: Consultation at Staff Meeting

No. of operating classes: 24

Task Area	Major Area of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
1. Coping with diverse and special learning needs of students in Maths	To enhance learning and teaching in Maths	To employ 1 full-time Maths teachers to take over Maths classes & to conduct after school enrichment and remedial classes from F1 to F4.	-learning diversity can be reduced in average classes through a lowered teacher-student ratio -relieve workload of some teachers to enable them to focus more on curriculum enrichment -more students taking part in inter school Mathematics Competitions	Sept 2017 –Aug 2018	The salary of one Mathematics teacher for 12 months (Pt 20) for the year. The deficit is topped up by school.	-students have better improvement in Mathematics -students in enrichment classes have more chances to participate in outside school activities -quality of teaching shows improvement -more student-centred materials can be produced	-performance of students in enrichment classes -lesson observation & exercise inspection of teachers concerned -Maths Department evaluation meeting	Mr WKT

<p>2. Coping with diverse and special learning needs of students & enhance students' language ability</p>	<p>To relieve workload of language teachers so they can concentrate on enhance students' language ability and also support teachers in handling administrative work for diversified learning need</p>	<p>To employ 3 full-time office staff ■ to support the language subjects in handling the administrative issues ■ to help prepare teaching materials ■ to provide administrative support to teachers in catering students' diversified learning need in whole-person development</p>	<ul style="list-style-type: none"> - Workload of language subjects teachers can be relieved - Measures for catering diversified learning need of students are better implemented 	<p>Sept 2017 –Aug 2018</p>	<p>Salary for 3 full-time office staff for the year - \$450,000 for 12 months</p>	<ul style="list-style-type: none"> - consensus among teachers of language subjects that their non-teaching related workload are relieved - quality and quantity of teaching materials prepared - quality and quantity of activities related to students' diversified learning need in whole-person development 	<ul style="list-style-type: none"> - Record of administrative supports to cope with diversified learning need in whole-person development - Performance appraisal of the support staffs 	<p>Mr. MCS Mr LCK Mr CHY</p>
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Endorsed by:

Dr Alice Yuk
School Supervisor

