

St. Catharine's School for Girls
Plan on the Use of Capacity Enhancement Grant (2021-2022)

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 \$5,700 	<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，由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。(詳情可參考附件第 2 項：地區文學導賞創作坊) 	<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(包括七堂講課 @1.5 小時及一堂戶外學習 @3 小時)，共 13.5 小時 	<ul style="list-style-type: none"> 合共 \$12,450 	<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:					\$18,150.00		

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.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 are held from Sept., 2021 to Mar., 2022 <ul style="list-style-type: none"> ➤ 1 lesson per week ➤ Around 18 lessons for the whole period 	<ul style="list-style-type: none"> F.2 strengthening classes: Salary of 2 tutors for 18 lessons: <ul style="list-style-type: none"> ➤ \$300/hour ➤ 1 hour/lesson ➤ 18 lessons ➤ Total = \$10,800 F.3 strengthening classes: Salary of 2 tutors for 18 lessons: <ul style="list-style-type: none"> ➤ \$300/hour ➤ 1 hour/lesson ➤ 18 lessons ➤ Total = \$10,800 	<ul style="list-style-type: none"> Students' result in Mathematics improve when comparing the two official assessments. 	<ul style="list-style-type: none"> 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 is held from Sept., 2021 to Mar., 2022 <ul style="list-style-type: none"> ➤ 1 lesson per week ➤ Around 18 lessons for the whole period 	<ul style="list-style-type: none"> Salary of 1 tutor for 18 lessons: <ul style="list-style-type: none"> ➤ \$650/hour ➤ 1.5 hours/lesson ➤ 18 lessons ➤ Total = \$17,550 	<ul style="list-style-type: none"> Students in the class acquire more useful techniques in solving problems related to their syllabus. 	<ul style="list-style-type: none"> Questionnaires

C	<ul style="list-style-type: none"> To provide training for students with abilities in competitions. 	<ul style="list-style-type: none"> One 1.5-hour Mathematical Olympiad class (around 20 students selected from F.2-3) will be held after school. 	<ul style="list-style-type: none"> Students obtain more professional training. To alleviate teachers' workload on stretching the students' potential. 	<ul style="list-style-type: none"> The class is held from Sept., 2021 to Mar., 2022 <ul style="list-style-type: none"> ➤ 1 lesson per week ➤ Around 18 lessons for the whole period 	<ul style="list-style-type: none"> Salary of 1 tutor for 18 lessons: <ul style="list-style-type: none"> ➤ \$800/hour ➤ 1.5 hours/lesson ➤ 18 lessons ➤ Total = \$21,600 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Questionnaires Students' results in competitions.
Estimated Amount:					\$60,750.00		

3.1.3 Training for Speech Festival (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 & D	<ul style="list-style-type: none"> Speech Festival (Solo Verse Speaking, Dramatic Duologue and Public Speaking) 	<ul style="list-style-type: none"> To employ two teachers to train students to prepare for the Speech Festival, Solo Verse Speaking, Dramatic Duologue and Public Speaking. 	<ul style="list-style-type: none"> To alleviate teachers' workload on training students for the Festival (normally each year there will be around 40 entries). 	<ul style="list-style-type: none"> 20th Sept., to 30th Nov., 2021 Course 1: Providing training of Solo Verse Speaking for students. (three days after school) Course 2: Providing training of Dramatic Duologue for students (three days after school) Course 3: Providing training of Public Speaking for students (two days after school) 	<ul style="list-style-type: none"> Course 1: \$700 × 30 = \$21,000 Course 2: \$700 × 30 = \$21,000 Course 3: \$700 × 20 = \$14,000 Total: \$21,000+\$21,000+\$14,000= \$56,000 	<ul style="list-style-type: none"> Students master the essence and techniques of reciting poems and perform in public. 	<ul style="list-style-type: none"> Observation, questionnaires and informal interviews
Estimated Amount:					\$56,000.00		

3.1.4 Training for Speech Festival – 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 & D	<ul style="list-style-type: none"> 朗誦訓練 	<ul style="list-style-type: none"> 聘請導師訓練參加校際朗誦節的同學 	<ul style="list-style-type: none"> 減輕老師訓練同學參加朗誦比賽的負擔 	<ul style="list-style-type: none"> 9/2021-11/2022 (共 8 堂, 平均每星期一次, 每次 1.5 小時) 進行訓練, 共設兩班 (粵語、普通話各一) 	<ul style="list-style-type: none"> $\\$600 \times 1.5 \text{ 小時} \times 8 \times 2 = \\$14,400$ 	<ul style="list-style-type: none"> 同學能掌握誦材的感情、朗誦的技巧 	<ul style="list-style-type: none"> 口頭詢問 問卷 觀察
Estimated Amount:					\$14,400.00		

3.1.5 Training for Chinese Debating

Teacher i/c: Mr. Lo WF (Chinese Panel Junior 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
D	• 基礎辯論訓練	• 聘請導師，訓練同學預備參加校際辯論比賽	• 減輕老師訓練同學參加辯論比賽的負擔	• 9/2021-11/2022 (共 8 堂，平均每個月兩次，每次 2.5 小時) 進行訓練。	• \$200 × 2.5 小時 × 8 = \$4,000	• 同學有能力參加校際比賽	• 口頭詢問 • 觀課
D	• 進階辯論訓練	• 聘請導師，協助老師培訓同學參與校際辯論比賽	• 減輕老師訓練同學參加辯論比賽的負擔	• 1/2022-7/2022 (共 9 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)	• \$200 × 2.5 小時 × 9 = \$4,500	• 同學參與校際比賽	• 口頭詢問 • 觀課
Estimated Amount:					\$8,500.00		

3.1.6 Training on Study Skills

Teacher i/c: Mr. Tam Yu Sang (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"> 11, 18 October 2021, and 8 November 2021 Providing training on study skills for all F.1 students in the first term. 	<ul style="list-style-type: none"> \$36,000 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:					\$36,000.00		

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

Teacher i/c: Mr. Tam Yu Sang (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 1 tutor 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 per day × 6 days = \$9,600 	<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:					\$9,600.00		

3.1.8 Whole Person Development Programmes (Workshops and Camps)
Teacher i/c: Ms. Kung Wai Kwan (Counselling 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
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 and workshops are to be organized. 	<ul style="list-style-type: none"> Students are to acquire the knowledge and skills in money management. Students are to gain a better understanding of oneself in the context of relationships. 	<ul style="list-style-type: none"> Thematic talk/workshop for all students in F.1 to F.6. Oct.2021-Mar.2022 Workshops for F.1 to F.5 on relational issues. Sept.2021-Apr.2022 	<ul style="list-style-type: none"> \$4,000 \$1,600 × 25 classes = \$40,000 	<ul style="list-style-type: none"> Students are able to have a positive attitude towards cooperation. Students are able to acquire certain knowledge in relationship with the opposite sex, and in mental health issues. 	<ul style="list-style-type: none"> Evaluation forms completed by the participants An evaluation meeting Self-evaluation
Estimated Amount:					\$44,000.00		

3.1.9 Part-time Helpers

Teacher i/c: Miss Cheung Tsui Yuk (Acting 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 2022 to Aug 2022 	<ul style="list-style-type: none"> \$23,040 for helpers' subsidy (\$80 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:					\$23,040.00		

3.1.10 Teacher Assistant

Teacher i/c: Miss Cheung Tsui Yuk (Acting 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 2021 to Aug 2022. 	<ul style="list-style-type: none"> (\$16,000 per month × 12 months + MPF) x 2 = \$403,200 	<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:					\$403,200.00		