Proposed Programme Plan on Use of Capacity Enhancement Grant in 2012/13 School Year

Name of school: **S.K.H. TSANG SHIU TIM SECONDARY SCHOOL**
Means by which teachers have been consulted: **Consultation followed by staff meeting**
No. of operating classes: **30**

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<th>Task Area(s)</th>
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| Teaching & Learning  | To reduce teachers’ workload so that they could have the capacity to facilitate a smooth implementation of NSS curriculum | Employ 2 full-time teachers         | • Teachers to be relieved of some of the workload and be able to teach the NSS curriculum more effectively  
  ▪ Individual students to be provided with more intensive care on a need basis | From September 2012 to August 2013  | *$498,185* (2 teachers’ yearly salaries + 5% MPF) | • Teachers are able to conduct lessons more effectively.  
  ▪ More needy students are given more intensive care. | • Feedback from teachers on workload relief measure  
  • Performance appraisal on the teachers | Ms M.L. Leung, Mr Y.F. Chong |

* The shortfall in the overall payment of the two teachers’ salaries will be covered by the school fund inclusive of OEBG.