### Proposed Programme Plan on Use of Capacity Enhancement Grant in 2013/14 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

<table>
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<tr>
<th>Task Area(s)</th>
<th>Major Area(s) of Concern</th>
<th>Strategies / Tasks</th>
<th>Benefits Anticipated</th>
<th>Time Scale</th>
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| Teaching & Learning | To reduce teachers’ workload so that they could have the capacity to facilitate a smooth implementation of SS curriculum | Employ 2 full-time teachers | • Teachers to be relieved of some of the workload and be able to teach the SS curriculum more effectively  
• Individual students to be provided with more intensive care on a need basis | From September 2013 to August 2014 | *$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.