

## Proposed Programme Plan on Use of Capacity Enhancement Grant in 2019/20 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**

Task Area(s)	Major Area(s) of Concern	Strategies / Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Teaching & Learning	To reduce teachers' workload so that they could have the capacity to facilitate effective implementation of SS curriculum	Employ 2 full-time teachers	<ul style="list-style-type: none"> <li>Teachers to be relieved of some of the workload and be able to teach the SS curriculum more effectively</li> <li>Individual students to be provided with more intensive care on a need basis</li> </ul>	From September 2019 to August 2020	<b>*\$613,766</b> (2 teachers' yearly salaries + 5% MPF)	<ul style="list-style-type: none"> <li>Teachers are able to conduct lessons more effectively.</li> <li>More needy students are given more intensive care.</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from teachers on workload relief measure</li> <li>Performance appraisal on the teachers</li> </ul>	Mr P.S. Chan (School Bursar)

\* The shortfall in the overall payment of the two teachers' salaries will be covered by the school fund inclusive of EOEBG.