

**Plan On the Use of Capacity Enhancement Grant in 2011/2012 School Year**

**Name of School:** Man Kiu Association Primary School

**Way of Consulting Teachers:** individually and proposals announced at staff meeting

**Number of classes operating:** (excluding IRTPs): 15

<b>Task Area</b>	<b>Major Area(s) of Concern</b>	<b>Strategies/Tasks</b>	<b>Benefits Anticipated</b>	<b>Time-Scale</b>	<b>Resources Required</b>	<b>Success Criteria</b>	<b>Method(s) of Evaluation</b>	<b>People Responsible</b>
Curriculum Development	1. To assist the implementation of Computer Studies and the use of IT in all subjects	To employ a computer room assistant to do the set up for the computer lessons and to assist teachers' teaching during class. To assist teachers to search materials for IT education and provide technical support when using IT facilities.	Teachers can concentrate on the design of lessons and students' learning supported by the assistant	September 2011 to August 2012	One year salary of computer room assistant - \$144,000 [Monthly salary \$8,000 x 1.05 (MPF) x 12 months]	1. The results of Computer Studies of all the classes are satisfactory 2. Information technology is appropriately used in the teaching of all the subjects	1. The exam results of the Computer Studies subject 2. Questionnaire and observation to investigate teachers' use of IT during class	Mr Wong Yuen Ho
	2. To implement Co-operative learning in the teaching of Chinese, English and Maths in Primary two and three	To employ tutors of the Co-operative Learning Association as consultants to guide teachers' lesson preparation, to observe lessons and give feedback.	Teachers can master the skills of Co-operative Learning and students' learning enhanced, especially those weaker ones	September 2011 to June 2012	Tuition fees of Cooperative Learning for the whole year: \$90,000	Participating teachers can skillfully use the mode of Co-operative Learning in their teaching and the learning differences of students catered for	Through appraisal observation of lessons	Ms Cheng Wing Yee

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Taking care of the different and special learning needs of students	1. To provide a more spacious and quiet environment for those students whose homes are small to do their homework and revision	To open two classrooms for the students who stay behind to do the self-study and they are to be taken care of by two part-time teachers. The number of students in each class would be within 20.	● Students do not have to do their homework or revision in a small home and have the guidance of teachers.	From late September to early June, one hour everyday after school from Monday to Friday	One year salary for two self-study class tutors- \$74,025 [Hourly salary \$250 x 141 hrs x 2 classes x 1.05 (MPF)]	● Students find that it is better to stay behind after school to finish their homework with tutor's guidance	● Feedback from tutors and teachers ● Observation	Mr Siu Po Kwan
	2. To provide students chances to develop their potentials in physical capabilities and arts	a. To operate Oriental Dance Class	● Students get to know the skills of Oriental Dance	21 lessons of 1.5 hrs in the whole year	One year salary for the Oriental Dance coach: \$14,700 (Self-employ person) [\$700 x 21 lessons]	● Students become skilful in oriental dance and have interest in Dance art	● Observation of lessons and performance of interschools / open competitions	Ms Wu Shuk Yin, Ms Lung Ka Man
		b. To operate Badminton Class	Students' physical fitness and skills of playing badminton would be enhanced	23 lessons of 2 hrs throughout the year	One year salary for the Badminton coach: \$10,580 [\$460 x 23 lessons]	● The physical fitness and badminton skills of students enhanced	● Observation of lessons and performance of interschools / open competitions	Mr Wong Man Yiu

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		c. To operate a drama club	Students have an opportunity to develop their potential in performance art	25 lessons of 1.5 hrs from October to June and a final performance at the end of June	One year tutor's salary: \$29,250 [hourly salary \$780 x 25 lessons x 1.5 hrs] Props and costumes: \$5,000 Total: \$34,250	Students expressing excellent communication skills and confidence	The performance of the students in the drama show	Ms Yu Chun Mui
							Total: \$367,555.00 (The grant this year: \$416,299.00) Reserve: \$48,744.00	