

**Islamic Dharwood Pau Memorial Primary School**  
**Report on the Capacity Enhanced Grant for the year 2020-2021**

Item	Concern	Strategy	Time Scale	Resources Required	Evaluation	Methods of Evaluation	Teacher(s) in charge
To relieve teachers' workload so that teachers can concentrate on curriculum development and learning activities	To release administrative workload of teachers so that they can spend more time taking care of different learning needs of students	To employ an executive assistant to release teachers' administrative workload	Whole year 2020-2021	\$239,400 (Salary+MPF)	<ul style="list-style-type: none"> <li>100% of teachers agreed that the concerned staff performed well and reduced teachers' administrative workload</li> </ul>	Collect feedback from teachers by using questionnaires	Chan Wai Ho
	To enhance students' proficiency in learning and teachers' teaching effectiveness	To employ teaching assistant to- 1. alleviate teachers' administrative workload 2. support students with special educational needs with their classroom learning 3. manage the supplementary English and Chinese programmes after school		\$56,700 (Salary+MPF)	<ul style="list-style-type: none"> <li>Over 90% of teachers agreed that the concerned staff could  -release teachers' administrative workloads  -effectively improve students' learning, especially those with special educational needs</li> </ul>		Chan Yuk Fa
Total: <u>\$296,100</u>							