

**Islamic Dharwood Pau Memorial Primary School**  
**Report on the Capacity Enhanced Grant for the year 2023-2024**

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	To reduce teachers' non-teaching administrative work to enhance teachers' capacity to promote curriculum development and students' all-around development.	To employ one Assistant Administrative Officer	Whole year 9/2023- 8/2024	\$257,670.00 (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>	<ul style="list-style-type: none"> <li>Feedback from teachers</li> </ul>	Poon Shiu Wai
Coping with the learning needs of students	To enhance students' <ul style="list-style-type: none"> <li>-Chinese writing ability</li> <li>-English writing ability</li> </ul>	To co-organise the Chinese and English writing programmes with the service provider		Chinese writing programme: \$25,350.00  English writing programme: \$25,350.00	<ul style="list-style-type: none"> <li>90% of students, parents and teachers agreed that the writing programmes could enhance students' writing ability.</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from teachers, parents and students</li> </ul>	Chinese: Lo Yik Yu  English: Law Andrew
Total: <u>\$308,370.00</u>							