

## Plan for the Use of Capacity Enhancement Grant in 2024/25 School Year

Task Area	Concern	Strategy	Success Criteria	Time Scale	Resources Required	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	<ul style="list-style-type: none"> <li>● Reduce teachers' administrative workload for maximizing teachers to support students' learning and their growth</li> </ul>	Whole year 9/2024-7/2025	\$ 265,406.40 (Salary+MPF)	<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' -Chinese standard -English standard	To co-organise the Chinese and English enhancement programmes with the service provider	<ul style="list-style-type: none"> <li>● Students are able to strengthen the reading, writing, listening and speaking skills of -Chinese -English</li> </ul>		Chinese enhancement programme: \$30,000.00  English enhancement programme: \$30,000.00	<ul style="list-style-type: none"> <li>● Feedback from teachers, parents and students</li> </ul>	Chinese: Yeung Sai Man  English: Law Andrew
	To enhance students' mathematics standard	To co-organise the mathematics enhancement programmes with the service provider	<ul style="list-style-type: none"> <li>● Students are able to strengthen the mathematics skills and ability</li> </ul>		Mathematics enhancement programme: \$34,5000.00		Tse Wing Ting
Total: \$359,906.40							