

Plan on Use of Capacity Enhancement Grant

Name of School: The Hong Kong Management Association K S Lo College

School Year: 2004/2005

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Enhancement in Academic Performance of Students in Three Basic Subjects	To enrich S1-S3 students' subject knowledge in English, Chinese and Mathematics through a central assignment scheme for S1-S3 students	To employ one fulltime teaching assistant to manage the administration work and give tutorials to students.	Teachers' workload in managing the assignment scheme will be relieved. Students can make progress by doing extensive exercises on the three basic subjects	From September 2004 onwards for 1 year	Annual salary of teaching assistant salary for the year: \$8200 x 12 x 1.05 (MPF 5%) = \$103320 Labour insurance: \$1400 (Sub-total: \$104720)	Number of students failing to hand in assignments Quality of the submitted assignments Results of internal tests and exams for marginal students	Performance appraisal on the teaching assistant by APAA /POS/ panel chairmen of English, Chinese and Mathematics Feedbacks from students	PTP

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Coping with the diverse & special learning needs of students with varied abilities	To provide after-school small group remedial tuition for S1 to S3 students in English & Mathematics.	To employ two part-time teaching assistants to run after-school small group tutorial classes to cater for the learning needs of S1 to S3 students.	Individual learning needs of S1-3 students will be catered for by tutors.	Commencing September 2003, tuition help will be organized after normal school hours and Saturdays	<p>Annual salary 2 part-time teaching assistants salary for the year:</p> <p>$2 \times \\$4200 \times 12 \times 1.05 \text{ (MPF 5\%)} = \\103320</p> <p>Labour insurance: $2 \times \\$700$</p> <p>(Sub-total: \$104720)</p>	<p>Up to 1003.5 hours of tuition will be provided to students.</p> <p>70% of students are more motivated to learn.</p> <p>Results of internal tests and exams</p>	<p>Lesson records reviewed by person-in-charge.</p> <p>To conduct sample surveys to gather views from students on the effectiveness of the small group remedial tuition programme.</p>	WSK

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Coping with the diverse & special learning needs of students with varied abilities	To provide English tutorial classes to S4 and S5 students and English bridging courses to students promoted to S4 and S6 in 2005-6	<p>To employ part-time English tutors to run small group tutorial classes to cater for the learning needs of students</p> <p>Courses offered to S4 and S5 will be provided on Saturday from Sept. 2004 to June 2005</p> <p>Courses offered to students promoted to S1, S4 and S6 will be provided in summer holidays between July and August 2005</p>	Individual learning needs of students in English will be catered for by tutors	<p>Students will be proposed to attend tutorial class by English subject teachers with reference to English tests / streaming test results and teachers' comments</p> <p>Small group tutorial classes will be organized in summer holidays between July and August 2005</p>	<p>Tutor salary: \$350 per hour</p> <p>Tutorials on Sat: \$350 x 220 hr = \$70000</p> <p>Tutorials in June and August \$350 x 140 hr = \$49000</p> <p>(Sub-total: \$119000)</p>	<p>Up to 100 hours of tuition will be provided to S4 and S5 students on Saturday</p> <p>Up to 300 hours of tuition will be provided to students promoted to S1, S4 and S6. in 2005-6 (100 hrs per level)</p> <p>70% of students are more motivated to learn.</p>	<p>Lesson records reviewed by person-in- charge.</p> <p>To conduct sample surveys / interviews to gather views from students on the effectiveness of the courses.</p>	WSK

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Curriculum development	To enrich the English-use atmosphere in school and help a specific group of students learn English more independently	<p>To have native English-speaking tutors teaching and organizing activities for ten days in each term</p> <p>To have native English-speaking tutors training student ambassadors through workshops in each term</p>	<p>Students will be encouraged to use English more actively and confidently in real-life contexts.</p> <p>A group of students will form a core group to help promote English activities</p> <p>Students will be equipped with skills to be independent learners of English</p>	<p>Activities will be held throughout the school year on a regular basis.</p> <p>For ten days each term native English-speaking tutors will conduct English lessons in Form 4.</p> <p>Workshops will be held on Saturdays for student ambassadors.</p>	\$85,000	<p>Up to 5 English activity days will be held.</p> <p>A group of students will be student ambassadors and play an active role in promoting English activities.</p> <p>A self-directed English Learning programme will be developed for S3 students.</p> <p>Up to 70 % of students involved in the activities and programme will be satisfied.</p>	<p>Lesson records reviewed by person-in- charge.</p> <p>To conduct sample surveys / interviews to gather views from students on the effectiveness of the workshops, the programme, and the activities held.</p>	NBW

	To provide phonics training to all S1 students	To employ native speaking tutors to run phonics training course for all S1 students in summer holidays	Students will develop a better understanding of the relationships between sounds and letters and therefore pronounce new words and sentences more correctly and confidently	Courses to be held for ten groups of new S1 students in July and August 2005	\$85,000	Up to 15 hours of class contact will be provided to each group of S1 students in July and August 2005. Up to 70% of students will find the course useful.	To conduct class observations/questionnaires gather views from students on the effectiveness of the courses.	NBW
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