

Plan on Use of Capacity Enhancement Grant (basic provision and additional funding) in 2007/08 School Year

Name of School : St. Paul's College Primary School

Means by which teachers have been consulted : at staff meetings

No. of operating classes (Excluding IRTPs, if any) : 18



Task Area	Major Area(s) of Concern	Strategies / Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Library	Reading	To employ a one-year contract librarian • to manage the School Central Library • to run Library activities to promote reading • to develop students' reading habit and encourage them to read a variety of books and newspaper and magazines	• Reduced teachers' workload • An improved Library • Enhancement of students' interest in reading	From September 2007 onward for 1 year	Salary and MPF contribution	• A well maintained library • Use of the library maximized • Students' interest in reading enhanced	Librarian – by appraisal Students' performance – by observation and reading record	Headmistress and Senior Teachers

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School Administration	Home School Relation; JC1 Admission; Care of students with special learning needs	To employ a one year contract clerical assistant <ul style="list-style-type: none"> ▪ to handle notices for the Parent Teacher Association ▪ to assist in the co-ordination of all PTA activities ▪ to handle JC1 admission procedures ▪ to assist in the invigilation of tests and examinations in a room for students with SEN 	<ul style="list-style-type: none"> ▪ More organized PTA notices (teachers' load relieved) ▪ Parents' enquiries (about JC1 admission) to be taken care of ▪ Better care of the SEN students (teachers' load relieved) 	From September 2007 onward for 1 year	Salary and MPF contribution	<ul style="list-style-type: none"> • Better home school relation • Smooth running of JC1 admission procedures • Consistent help for SEN students during tests and exams 	Feedback from parents and teachers	Headmistress

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I.T.	<ul style="list-style-type: none"> ▪ I.T. integrated learning 	To employ a one-year contract I.T. technician <ul style="list-style-type: none"> ▪ to assist teachers in preparing / designing IT teaching materials ▪ to provide technical support in I.T. lessons ▪ to assist in the maintenance of all computers in the school 	<ul style="list-style-type: none"> ▪ Teachers' I.T. related workload to be reduced ▪ Use of the computer room to be maximised ▪ Better communication among staff through I.T. 	From September 2007 onward for 1 year	Salary and MPF contribution :	<ul style="list-style-type: none"> ▪ More frequent use of IT in teaching and learning 	Appraisal	Assistant Headmaster
Total :					HK\$381,465			

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Teaching aids / Library	<ul style="list-style-type: none"> ▪ Teaching and learning ▪ Reading 	To employ a one-year contract teacher assistant <ul style="list-style-type: none"> ▪ to assist teachers in the preparation of the teaching materials ▪ to assist the librarian in cataloguing and shelving of reading materials ▪ 	<ul style="list-style-type: none"> ▪ Teachers to be relieved of some of their workload ▪ More books to be purchased and shelved in the library 	From September 2007 onward for 1 year	Salary and MPF contribution	<ul style="list-style-type: none"> • More teaching aids for teachers' use • • More books purchased and shelved in the library 	Appraisal	Assistant Headmaster

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Life-wide learning	Learning through activities	To employ a one-year contract teacher assistant (through the I.T. Seeds Scheme) <ul style="list-style-type: none"> • to handle reply slips collected from students • to organise data related to extra-curriculum activities and life-wide learning activities 	<ul style="list-style-type: none"> • Teachers to be relieved of some of their non-teaching workload • More systematic records and documentation of student learning • Better co-ordination of extra-curricular activities 	From September 2007 onward for 1 year	Salary and MPF contribution	<ul style="list-style-type: none"> • Clear and systematic arrangements in the organization of learning activities, e.g. in life-wide learning and project learning • Students' interest raised and learning needs taken care of in the learning activities 	Teacher Assistant – by appraisal Records – by inspection	Senior Teachers

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Co-curricular Activities	Teaching (co-planning)	To buy service from Pui Ching Education Centre <ul style="list-style-type: none"> to provide service in running co-curricular activities for the whole school during the same double periods within school hours 	<ul style="list-style-type: none"> Common free periods to be created for co-planning sessions among teaching partners 	From September 2007 onward for 1 year	<u>HK\$353,550.00</u>	<ul style="list-style-type: none"> More room for teachers' meetings Better communication among teaching partners Better teaching quality 	Feedback from teachers	Headmistress
Total :					HK\$536,628			

* Capacity Enhancement Grant (basic provision and additional funding) 2007/08 from EMB : HK\$663,076.00

The remaining Capacity Enhancement Grant in 2005-2006 (HK\$128,438.2) would be used for 2007-2008 school year.

There will be a deficit of HK\$126,578.8. The deficit will be absorbed by the DSS Subsidy