

Creative Secondary School
Plan on Use of Capacity Enhancement Grant (CEG) 2009 – 2010

Number of operating classes: 19

Budget available: \$200,872

Introduction

The school has begun its fourth year of operation, enrolling 19 classes of Secondary 1, 2, 3 and 4 students.

The school decided not to enroll students into other years so that its strategic plan to implement the new secondary school curriculum is not complicated by the need to set up transitional arrangements to deliver the HKCEE and HK A levels just for a few years.

This means that the school's teaching staff will not be involved in Territory-wide System Assessment (TSA) and School-based Assessment (SBA) of senior form students under the old curriculum. Nevertheless, the workload of teachers continues to be particularly intensive for the following reasons:

1. The school's student population and staffing has grown with an extra Form, and time and effort is required to ensure that policies, programmes and processes established last year continue to be understood, further developed where necessary and implemented consistently for the benefit of all students.
2. The staff is required to deliver the curriculum to current students while at the same time planning next year's curriculum, as there is no existing curriculum in place for the higher years.
3. Many subjects of the school curriculum will require the support of teaching assistants or additional teachers to ensure that the school's differentiation policy is effective and students with different learning needs are well supported. This includes Visual Arts, Music, Languages, and Technology subjects.

Proposed Use of CEG 2009 – 10

Given the background context of the school as outlined above, and the amount of grant

available this year, the school will use the CEG grants together in order to provide funding to employ one Teaching Assistant, for Visual Arts/Graphic Design, one additional teacher for Language - Chinese/Putonghua, to teach students with different primary school or home language backgrounds, one Teaching Assistant for English, One Teaching Assistant for Humanities/Liberal Studies and One Teaching Assistant for PE/Co-curricular Activities. (Other subject support staff required will be funded by the school's own budget)

(a) Task Area

Additional Teacher for Chinese/Putonghua

(b) Implementation Plan

- Assist the Chinese teaching team in preparing and procuring learning resources required for differentiating the curriculum, particularly to support students with relatively weaker foundation in the Chinese language
- Provide discrete courses in Chinese language for students who have significant needs in their acquisition of literacy e.g. students returning from overseas; students with minimal access to the Chinese language in their home environment
- Support the preparation of students entering for the HK Speech Festival and other language-enrichment events

(c) Benefits Anticipated

- Chinese teaching team's workload in preparing teaching materials will be reduced
- Students with significant learning needs in Chinese language will be supported.
- Opportunities for students to converse in Putonghua will be increased

(d) Time scale

- Throughout the 2009-10 academic year

(e) Resources allocated (35%)

- \$70,000.00 (towards salary for one full time staff)

(f) Method(s) of evaluation

- Performance Appraisal of the Teacher

(g) Person-in-charge

- Ms W Mou (Vice Principal)
- Ms Candice Chan (ChineseCoordinator)

(a) Task area

Full time Teacher Assistant for Visual Arts / Graphic Design

(b) Implementation Plan

- Organising stock and will be in charge of replenishment (carry out stock checks, order and purchase materials and supplies)
- In charge of display and educational resources for Visual Arts
- Reprographics for Visual Arts
- Assist to set up and prepare tools, materials and equipment before the start of each lesson and tidy away after use
- Be present in the classroom during lessons to help out students whenever necessary
- Organise and assist with outside projects (Competitions/display areas around Hong Kong, i.e. MTR stations)
- Assist with CCA (Photography and Reportage – school magazine)
- Setting up of on-line gallery of students work
- Will assist with graphic design for school promotional materials, such as year book, advertisement banners, certificates, report cards and school newsletter

(c) Benefits Anticipated

- Teachers' workload in preparing teaching materials will be reduced
- Students' Visual Arts learning will be enhanced
- Students' work will increasingly be displayed across the school campus.

(d) Time Scale

- Throughout the 2009-2010 academic year

(e) Resources Allocated (35%)

- \$70,000.00 (towards salary for one full time staff)

(f) Method(s) of Evaluation

- Performance appraisal of the Teacher Assistant

(g) Person-in-charge

- Mr. Cheung Siu Ming, Principal
- Ms. Claire Brookes, Head of Visual Arts

(a) Task Area

Teaching assistant for English

(b) Implementation Plan

- Assist the English teaching team - including supporting learning in the classroom, preparing resources, supporting the reading programme and co-curricular activities related to English enhancement.

(c) Benefits Anticipated

- English teaching team's workload in preparing teaching materials will be reduced
- Students with significant learning needs in English language will be supported.

(d) Time scale

- Throughout the 2009-10 academic year

(e) Resources allocated (10%)

- \$20291.00 (towards salary for one full time staff)

(f) Method(s) of evaluation

- Performance Appraisal of the Teacher

(g) Person-in-charge

- Mr Cheung Siu Ming (School Principal)
- Mr Richard Farmer (Head of English Faculty)

(a) Task Area

Teaching assistant for Humanities/Liberal Studies

(b) Implementation Plan

- Assist the Humanities/Liberal Studies team - to support the Humanities teaching team, including supporting learning in the classroom, preparing resources and projects, and organizing out-of-classroom learning experiences.

(c) Benefits Anticipated

- Humanities/Liberal Studies teaching team's workload in preparing teaching materials will be reduced

(d) Time scale

- Throughout the 2009-10 academic year

(e) Resources allocated (10%)

- \$20,291.00 (towards salary for one full time staff)

(f) Method(s) of evaluation

- Performance Appraisal of the Teacher

(g) Person-in-charge

- Mr Cheung Siu Ming (School Principal)
- Mr Ken Graham (Head of Humanities Faculty)

(a) Task Area

Teaching assistant for PE/Co-curricular Activities

(b) Implementation Plan

- to support the PE teaching team including assisting with teaching, video recording of student performances; setting up and managing PE equipment, and assisting the co-curricular activities coordinator.

(c) Benefits Anticipated

- PE teaching team's workload in preparing teaching materials will be reduced

(d) Time scale

- Throughout the 2009-10 academic year

(e) Resources allocated (10%)

- \$20,290.00 (towards salary for one full time staff)

(f) Method(s) of evaluation

- Performance Appraisal of the Teacher

(g) Person-in-charge

- Mr Cheung Siu Ming (School Principal)
- Mr Bryan Johns (Curriculum Director)