

## **Creative Secondary School**

### **Plan on Use of Capacity Enhancement Grant (CEG) 2013-14**

Number of operating classes: 30

Budget available: \$352,652 (673 students x \$524)

#### **Introduction**

The school has begun its eighth year of operation, enrolling 30 classes of Secondary 1, 2, 3, 4, 5 and 6 students.

The workload of teachers continues to be particularly intensive for the following reasons:

1. The school's student population and staffing has grown, 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 prepare students for the HKDSE examinations.
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 2013-14**

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 Language - Chinese/Putonghua, to teach students with different primary school or home language backgrounds 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**

*One Additional Assistant Teacher for Chinese/Putonghua 1*

##### **(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 2013-14 academic year

(e) Resources allocated (50%)

- \$176,326 (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 (Chinese Coordinator)

(a) Task Area

Teaching Assistant for PE

(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 Head of PE with administrative and other duties, such as booking of sports facilities for PE lessons.

(c) Benefits Anticipated

- PE teaching team's workload in preparing teaching materials and handling logistics and administration will be reduced

(d) Time scale

- Throughout the 2013-14 academic year 3
- (e) Resources allocated (50%)
- \$176,326 (towards salary for one full time staff )
- (f) Method(s) of evaluation
- Performance Appraisal of the Teaching Assistant
- (g) Person-in-charge
- Mr David Barnaby (Head of PE)