

**Cheung Sha Wan Catholic Secondary School**  
**Proposal for Capacity Enhancement Grant (CEG) 2011 –2012**

**AIMS**

- (a) reducing workload of teachers; and
- (b) coping with diverse and special learning needs of students

**HOW TO USE THE GOVERNMENT GRANT**

The proposal is as follows:

OBJECTIVE	PLAN / ACTION	DURATION	BUDGET	SUCCESS CRITERIA	PERSON-IN-CHARGE
<p>To enhance peer tutoring in ASEL classes (After-school Extended Learning Classes) at F.1-3 levels</p> <p>To form a good habit of completing assignments on time</p> <p>To encourage students to excel themselves in academic performance</p>	<p>(1) After-school Extended Learning Class (F.1-3)--</p> <ul style="list-style-type: none"> <li>a. Selection of target group of students</li> <li>b. Smooth operation and keeping attendance records</li> <li>c. Monitoring tutors' work and students' performance</li> <li>d. ASEL Printing (F.1 – F.3)</li> </ul>	Throughout the year	\$119,000	<p>More than 70% participants of ASEL classes are able to hand in their homework on time with no demerits for failure in homework submission</p> <p>90% attendance rate</p> <p>80% of participants obtain at least pass in the internal examinations</p>	Mr Clement Wong
<p>To encourage students to excel themselves in academic performance by frequent use of study rooms and tutorial group</p> <p>To give immediate guidance for junior Form students in need of academic support</p> <p>To foster a sense of responsibility and self-discipline among students</p> <p>To reduce workload of teachers</p>	<p>(2) F.1 – F.5 Study Room, Tutorial Group and Homework Detention Scheme –</p> <ul style="list-style-type: none"> <li>a. Allowance for students' service</li> <li>b. Travelling allowance for parents</li> <li>c. Give prizes for encouragement</li> <li>d. Purchase stationery and miscellaneous items</li> </ul>	Throughout the year	\$89,000	<p>A drop of 25% of homework non-submission of F. 1 students over the last year record.</p> <p>75% F.1 classes can win the prizes in the 3 stages</p> <p>High attendance rate in study room and tutorial class</p> <p>Smooth operation of the homework detention class, study rooms and tutorial group</p>	Ms Yik Lai Ha

To reduce workload of teachers	(3) One Clerical Assistant – Providing Clerical Support	Throughout the year	\$94,500	Performance review by observation and feedback from teaching staff is satisfactory	Mr Li Chin Fai
To reduce workload of teachers	(4) Hire helpers for data entry for CA, examination and JUPAS	Dec, 2011 to June 2012	\$7,750	Completion of task with no errors within specific period	Mr Li Chin Fai
To reduce workload of teachers	(5) One temporary teacher – Teaching Chinese Language	Throughout the year	\$266,100	Teacher performance review is satisfactory	Mr Kwok Yiu Wah
To offer a range of ApL courses for students with different learning needs and interests  To let students acquire diversified learning experiences and develop career aspirations	(6) Careers – Applied Learning – a. Conduct survey / evaluation on students' progress b. Closely monitor students' attendance rate c. Assess students' performance regularly	Throughout the year	\$40,000  1st cohort (2 <sup>nd</sup> year) = \$14,250  2nd cohort (1 <sup>st</sup> year) = \$25,750	Student shows at least 80% of attendance rate  Students obtain at least passes in results  (1 <sup>st</sup> cohort students = 9, 2 <sup>nd</sup> cohort student = 14)	Mr Chau Wai Hung

<p>To help participants understand themselves such as interest, abilities, personality, strength and weakness</p> <p>To enhance participants' understanding of the choices of studies</p> <p>To facilitate participants' understanding of the world of work</p>	<p>(7) Careers – Program for career planning (Build Your Own Rainbow) –</p> <p>a. Visit to University</p> <p>b. Career Talk</p> <p>c. Camp (2-day and 1 night)</p> <p>d. Job Shadowing</p>	<p>Oct 2011 - 4 April 2012</p>	<p>\$3,000</p>	<p>70% of participants could better understand their skills, abilities and talent</p> <p>70% of participants are inspired to put more effort toward studies</p> <p>70% of participants get aware of the importance of career planning</p> <p>(Total no. of F.4 and F.5 participants =24 )</p>	<p>Mr Chau Wai Hung</p>
<p><b>Total</b></p>		<p><b>\$619,350</b> ✓</p>			

**Fund Sources**

**CEG Received for 2011-2012**

**\$498,185** ✓

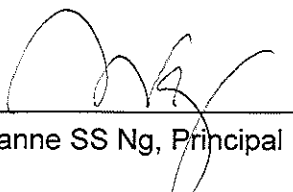
**To be covered by other fund sources**

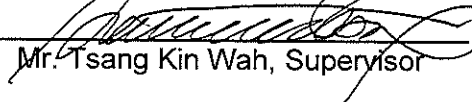
**\$121,165** ✓

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**\$619,350** ✓

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Submitted by:   
 Ms. Susanne SS Ng, Principal

Endorsed by:   
 Mr. Tsang Kin Wah, Supervisor

Prepared by: Steven Lee

Date: 29-11-2011