

**Cheung Sha Wan Catholic Secondary School**  
**Proposal for Capacity Enhancement Grant (CEG) 2012 –2013**

**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
To conduct tutorial classes for F.4's and F.5's slower learners.	(1) Tutorial classes for slow learner from F4-5  - purchasing exercise books and conduct tutorial classes by the Old-Boys.	Oct 12 - May 13	\$8,000.00	More than 90% of the participants pass in Aggregate.	Chan Kam Hung
To conduct tutorial classes for F.6's slow learners.	(2) Prepare HKDSE for F.6 classes  - purchasing mock exercises and conduct tutorial classes by the Old-Boys.	Oct 12 - Feb 13	\$4,500.00	More than 90% of the participants pass in HKDSE.	Chan Kam Hung
To conduct Pre-TSA Preparation course for F.3 students.	(3) F3 TSA Preparation  - purchasing TSA exercises and conduct Pre-TSA test on June 13	Feb 13 - Jun 13	\$3,500.00	More than 90% of the F.3 students pass in TSA.	Chan Kam Hung
1. To offer a range of Applied Learning courses for students with different learning needs and interests 2. To enable students to acquire diversified learning experiences and develop career aspirations	(4) Applied Learning for F5 and F6 students  - conducting survey / evaluation on students' progress - closely monitoring students' attendance rate - assessing students' performance regularly	Cohort Year 11-13 (F.6)  Cohort Year 12-14 (F.5)	\$40,000.00	Student shows at least 80% of cumulative attendance rate.  Students obtain at least pass in cumulative results.	Chau Wai Hung

To offer head prefects with an opportunity in organising a training camp and equip prefects with useful information about their duties	(5) 3 days 2 nights overnight camping - a prefect training day camp to be held on 4-6 July 13	4-6 Jul 13	\$35,000.00	More than 85% of the participants find the training useful and are satisfied.	Cheung Ching Yee
To enhance pre-DSE oral training for F.6 and support the development of NSS teaching materials.	(6) Teaching materials, hiring teaching assistants and oral trainers - employing two oral trainer during the HKDSE oral examination period - recruiting student helpers to help compile teaching materials	Sep 12 - Jun13	\$6,000.00	More than half of the students come back for examination practice; teaching materials are updated and compiled for more effective teaching.	Chew Lai Chun
To enhance students' scientific inquiry skills and pave their way to some interschool competitions, especially IJSO-HK Screening	(7) Weekly workshop for target participants of International Junior Science Olympiad and fees of courses outside - organizing some in-school training programmes by teachers/alumni - finding the suitable courses outside - encouraging students to participate.	Sep 12 - Jun13	\$10,000.00	Attendance rate should be over 80%. 80% Students find the courses fruitful.	Chin Ho Wai
To assist lower achievers in understanding the science concepts and learn how to express ideas about science in English.	(8) Weekly tutorial for lower achievers for each junior form by senior form students/old boys - organizing in-school tutorial session to be run by alumni - selecting suitable candidates and ask them to participate	Nov 12, Apr-May 13	\$8,000.00	Attendance rate should be over 80%. 80% Students find the courses fruitful.	Chin Ho Wai

To prepare teaching and learning materials and build up a question bank	(9) Preparation of teaching and learning materials	Jun 13 – Aug 13	\$3,000.00	NA	Ip Chui Ngor
To provide more opportunity in training for F.4 and F.5 students.	(10) After-school group discussion training for F.4 and F.5 students	Throughout the year	\$14,000.00	Attendance rate of F.4 and F.5 students are 90% or above.	Kwok Yiu Wah
To reduce workload of teachers	(11) One temporary teacher - teaching Chinese Language	Throughout the year	\$296,500.00	Teacher performance review is satisfactory	Kwok Yiu Wah
To enhance PE(DSE) students' skill on their practical examination	(12) Tutorial Class for Athletes - extra training sessions for PE(DSE) students.	Throughout the year	\$7,000.00	Attendance rate should be over 80%. 80% Students find the courses fruitful.	Li Tak Fai
To enhance 2nd and 3rd cohort of LS DSE students' exam skills	(13) After-school tuition for F5 and F6 high-achievers and low-achievers.  - hiring 8-10 tutors to facilitate exam skill drillings and collaborative learning	Throughout the year	\$14,000.00	Improved performance in internal and public examinations.  Positive feedbacks from students, tutors and teachers.	Pak Chiu Shuen Thomas
1. To tidy up LS resources accumulated for the past 3 years; Allow teachers to better utilize audio-visual and reference books  2. To reduce LS teachers' workload	(14) Hiring people to arranging LS resource collections, formatting videos and handling data entry in AQP.	Throughout the year	\$3,000.00	Sorted all audio-visual resources according to LS modules.  Sorted all reference books in all LS cabinets.	Pak Chiu Shuen Thomas

To cope with diverse and special learning needs of students with varied abilities, ranging from the gifted ones to those with learning difficulties;	(16) Tutorial classes for slower learners and elite students - Old Boys will be invited to teach tutorial Classes for Form 4, 5 and 6	Sep 12 - Jun 13	\$8,000.00	The attendance is over 90%.  80% of the participants should pass CA quizzes.	Wong Chi Kit
To enable students to be more positive towards learning	(17) ASEL - selection of target group of students - smooth operation and keeping of attendance records - monitoring of tutors' work and students' performance	Throughout the year	\$77,000.00	Attendance of the students' needs to be over 85%.  At least 50% of the participants can pass the final examination (Aggregate).	Wong Chi Kit
To help the low achievers in F.5 so that they can at least get a level 3 in HKDSE 2014	(18) Tutorial for slow learners - about 20 students will be selected to attend the supplementary classes on every Sat. Emphasis will be placed on basic knowledge in core contents and examination techniques.	Mid Nov 12 to Apr 13	\$8,000.00	Attendance Rate should be higher than 80 %.  Improvement should be shown in F.5 aggregate results (subject ranking).	Wong Yiu Fai
To improve the academic results of F.5 and F.6 low achievers.	(19) Geography ASEL Class - tutors are recruited to carry out small group tutorials (less than 10 students per group).	F.5: throughout the year.  F.6: in the first term.	\$8,000.00	Attendance rate should be over 85%.  Over 80% students found the tutorials useful in raising their academic performance.	Yik Lai Ha
To boost the learning atmosphere in our school. Students cultivate a good habit to hand in homework punctually and use the study room and tutorial group to help their learning.	(20) Homework policy - Homework Collection Scheme, Study Room and Tutorial group are included in the Homework Policy.	Throughout the year	\$79,000.00	More than 70% students, parents and teachers agree study room and tutorial group are conducive to learning process.	Yik Lai Ha

To enable students to use the data bank to improve their results.	(21) Tutors employed to scan and type question data bank - employing an old boy to help scanning and typing the HKCEE past paper for 15 years.	Sep 12 - May 13	\$4,000.00	More than 60% of students found the data bank useful.	Yik Lai Ha
To reduce the workload of teachers in carrying out the Homework Policy.	(22) One Clerical Assistant - employing one clerk to administer the Homework Policy.	Throughout the year	\$119,700.00	A&CC teachers have reduced workload in executing the Homework Policy.	Yik Lai Ha
	<b>Total</b>		<b>\$756,200.00</b>		

CEG Received for 2012-2013

\$516,616.00

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\$239,584.00

Prepared by: Wong Yiu Fai  
Mr. Wong Yiu Fai  
(Vice Principal)

Checked by: Poon Shing Kai  
Mr. Poon Shing Kai Calepodius  
(Principal)

Endorsed by: Chan Kam Tim Theresa  
Ms. Chan Kam Tim Theresa  
(Supervisor)

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