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:

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>PLAN / ACTION</th>
<th>DURATION</th>
<th>BUDGET</th>
<th>SUCCESS CRITERIA</th>
<th>PERSON-IN-CHARGE</th>
</tr>
</thead>
</table>
| 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 trainers during the HKDSE oral examination period  
- recruiting student helpers to help compile teaching materials | Sep 12 - Jun 13 | $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 - Jun 13 | $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 |
<table>
<thead>
<tr>
<th>Task Description</th>
<th>Code</th>
<th>Duration</th>
<th>Budget</th>
<th>Notes</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>To prepare teaching and learning materials and build up a question bank</td>
<td>(9)</td>
<td>Jun 13 – Aug 13</td>
<td>$3,000.00</td>
<td>NA</td>
<td>Ip Chui Ngor</td>
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<tr>
<td>To provide more opportunity in training for F.4 and F.5 students.</td>
<td>(10)</td>
<td>Throughout the year</td>
<td>$14,000.00</td>
<td>Attendance rate of F.4 and F.5 students are 90% or above.</td>
<td>Kwok Yiu Wah</td>
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<tr>
<td>To reduce workload of teachers</td>
<td>(11)</td>
<td>Throughout the year</td>
<td>$296,500.00</td>
<td>Teacher performance review is satisfactory</td>
<td>Kwok Yiu Wah</td>
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<td>To enhance PE(DSE) students' skill on their practical examination</td>
<td>(12)</td>
<td>Throughout the year</td>
<td>$7,000.00</td>
<td>Attendance rate should be over 80%. 80% Students find the courses fruitful.</td>
<td>Li Tak Fai</td>
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<td>To enhance 2nd and 3rd cohort of LS DSE students' exam skills</td>
<td>(13)</td>
<td>Throughout the year</td>
<td>$14,000.00</td>
<td>Improved performance in internal and public examinations.</td>
<td>Pak Chiu Shuen Thomas</td>
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<tr>
<td>1. To tidy up LS resources accumulated for the past 3 years; Allow teachers to better utilize audio-visual and reference books</td>
<td>(14)</td>
<td>Throughout the year</td>
<td>$3,000.00</td>
<td>Sorted all audio-visual resources according to LS modules.</td>
<td>Pak Chiu Shuen Thomas</td>
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<tr>
<td>2. To reduce LS teachers' workload</td>
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<td></td>
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<td>Sorted all reference books in all LS cabinets.</td>
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</table>
| 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 |
<table>
<thead>
<tr>
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<th>Remarks</th>
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<tbody>
<tr>
<td>(21) Tutors employed to scan and type question data bank</td>
<td>Sep 12 - May 13</td>
<td>$4,000.00</td>
<td>More than 60% of students found the data bank useful.</td>
<td>Yik Lai Ha</td>
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<td>- employing an old boy to help scanning and typing the HKCEE past paper for 15 years.</td>
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<td>To reduce the workload of teachers in carrying out the Homework Policy.</td>
<td>Throughout the year</td>
<td>$119,700.00</td>
<td>A&amp;CC teachers have reduced workload in executing the Homework Policy.</td>
<td>Yik Lai Ha</td>
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<td>(22) One Clerical Assistant</td>
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<td>- employing one clerk to administer the Homework Policy.</td>
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<td><strong>Total</strong></td>
<td></td>
<td><strong>$756,200.00</strong></td>
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CEG Received for 2012-2013  

$516,616.00

Deficit  

$239,584.00

Prepared by:  
Mr. Wong Yiu Fai  
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Date: 22-10-2012