

Chiu Lut Sau Memorial Secondary School
Plan on Use of Capacity Enhancement Grant in 2025/26 School Year

Name of school: Chiu Lut Sau Memorial Secondary School

No. of operating class: 25

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
1. Enhancing learning and teaching of CS & PSHE, Mathematics & Science	To relieve the workload of CS & PSHE, Mathematics & Science teachers so that they can focus on enhancing the effectiveness of their teaching strategies	To employ 3 full time teaching assistants to assist teachers in preparing learning and teaching and SBA materials, to upkeep resources & records, and to implement CLP, ECA & STEAM programmes.	To help relieve teachers' workload by 1. assisting teachers to prepare learning and teaching materials. 2. providing technical support. 3. offering assistance in the implementation of CLP, ECA & STEAM programmes.	Sept 2025 to Aug 2026	Salary of three teaching assistants for the year: \$714,231 [\$238,077 per year per teaching assistant (including 5% MPF)]	1. Learning and teaching materials with good quality are prepared. 2. Non-teaching workload of teachers is relieved. 3. Students' whole-person development and other learning experiences are enhanced.	1. Feedback from teachers 2. Observation by appraising officers	1. Teachers in-charge CS, PSHE, Science and Mathematics Departments/ KLA 2. Teachers in-charge of the CLP, ECA and STEAM Education Teams
2. Providing support for CLP, ECA & STEAM teachers	To relieve the workload of the CLP, ECA & STEAM teachers							
Total amount required: \$714,231.00 Deficit to be topped up by OEPG								