

Plan on Use of Capacity Enhancement Grant in 2024/25 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
<p>1. Enhancing learning and teaching of CS & PSHE, Mathematics & Science</p> <p>2. Providing support for CLP, ECA & STEAM teachers</p>	<p>To relieve the workload of CS & PSHE, Mathematics & Science teachers so that they can focus on enhancing the effectiveness of their teaching strategies</p> <p>To relieve the workload of the CLP, ECA & STEAM teachers</p>	<p>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.</p>	<p>To help relieve teachers' workload by</p> <ol style="list-style-type: none"> 1. assisting teachers to prepare learning and teaching materials. 2. providing technical support. 3. offering assistance in the implementation of CLP, ECA & STEAM programmes. 	<p>Sept 2024 to Aug 2025</p>	<p>Salary of three teaching assistants for the year</p> <p>\$714,246.00</p> <p>[\$238,082 per year per teaching assistant (including 5% MPF and 3% projected salary increase)]</p>	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 1. Feedback from teachers 2. Observation by appraising officers 	<ol style="list-style-type: none"> 1. Teachers in-charge CS, PSHE, Science and Mathematics Departments 2. Teachers in-charge of the CLP, ECA and STEAM Education Teams
<p>Total amount required: 714,246.00</p> <p>Deficit to be topped up by OEPG</p>								

Endorsed by the SMC on 09.07.2024