

Kowk Tak Seng Catholic Secondary School**Special Grants for the year 2009-2010**

Means by which teachers have been consulted:
At the School Council meeting dated 25th May, 2009

No. of operating Classes: 29

Capacity Enhancement Grant for teachers	P.2 – P.11
New Senior Secondary Curriculum Support Grant	P.12 – P.13
Teacher Professional Preparation Grant	P.14 – P.15

Capacity Enhancement Grant for teachers 09-10

Proposal	Description	Proposed Budget	Approved Budget	Page
1	學校行政教師助理	\$176,400		3
2	IT 教學助理	\$107,100		4
3	校隊助教及健身室管理員	\$30,000		5
4	中文辯論隊	\$65,500		6
5	普通話演講訓練計劃	\$16,000		7
6	助理領隊車馬費津貼	\$30,000		8
7	Drama Education	\$45,000		9
8	S.1 and S.2 remedial program	\$16000		10
9	Project On Learning To Design Through Monster	\$4,000		11
	sub-total	\$490,000		

Grant B/F (estimate)	(\$248,000.00)	
Grant received of the year (subject to change according to the inflation rate)	<u>\$487,100.00</u>	\$239,100.00
Less : Expenditure of the year		<u>\$490,000.00</u>
Balance (deficit) :		(\$250,900.00)

Task Area 計劃名稱	教師助理(學校行政)
Major Area(s) of Concern 計劃重點	協助教師處理日常非教學行政工作
Implementation Plan 具體計劃內容	1. 協助老師處理非教學上的文件工作 2. 協助老師安排全方位學習活動 3. 協助老師安排及帶領課外活動
Benefits Anticipated (e.g. in what way teachers' workload is alleviated) 計劃之優點(例如:如何藉此計劃減輕老師的工作量)	老師有更多時間去接觸學生,進行個別輔導、照顧同學在學習上的個別差異及進行課程重組的工作等。
Implementation Schedule 推行時間表	8月進行招聘,用合約制的形式聘用一年。9月1日到任。
Resources Required 所需資源	大專學歷人仕。費用\$176,400一年(連MPF)
Performance Indicators 成效指標	1. 老師在非教學的行政工作減少50% 2. 老師平均每天有15分鐘與學生個別面談,輔導學生 3. 學習上有差異的同學得到老師更多特別的照顧
Assessment Mechanism 評估方法	老師意見調查
Person-in-charge 負責人	黃偉老師

Task Area 計劃名稱	IT 教學助理
Major Area(s) of Concern 計劃重點	幫助老師解決在 IT 教學上及硬件技術上遇到的困難
Implementation Plan 具體計劃內容	<ol style="list-style-type: none"> 1. 協助老師管理及更新學校網頁 2. 協助老師管理學校的網絡，維持日常的運作 3. 管理校內的多媒體教學室 4. 其他校方指派工作
Benefits Anticipated (e.g. in what way teachers' workload is alleviated) 計劃之優點（例如：如何藉此計劃減輕老師的工作量）	<ol style="list-style-type: none"> 1. 老師有更多空間去發展 IT 互動教學工作 2. 負責 IT 的老師有時間更新學校的電腦操作系統 3. 老師能得到即時的電腦技術支援
Implementation Schedule 推行時間表	8 月進行招聘，9 月 1 日到任
Resources Required 所需資源	中七或以上學歷的人仕，熟悉電腦操作及編寫網頁。 費用:\$107,100 人工連 MPF
Performance Indicators 成效指標	<ol style="list-style-type: none"> 1. 各科目有自己的網站及定期更新 2. 老師能有效使用 I. T. 互動教學 3. 學校的網絡能維持高效能運作
Assessment Mechanism 評估方法	<ol style="list-style-type: none"> 1. 老師意見調查 2. 校內電腦組對各科組網站質素的意見
Person-in-charge 負責人	黃偉老師

Task Area 項目名稱	體育校隊助教及健身室管理員
Major Area(s) of Concern 項目重點	<ul style="list-style-type: none"> ➤ 體操隊 籃球隊 田徑隊 羽毛球隊 ➤ 協助管理健身室之日常運作
Implementation Plan 推行計劃	請一些校外導師或已畢業之舊生作校隊助教或健身室管理員,他們有些已入大學,有些更有該項目之教練證書。助教或健身室管理員出席之日期及時間由負責老師決定,希望校方能定期支付助教之薪金,如某校隊未能完全使用其助教之工作小時,如有需要,其他校隊可代其用之,但不可超過原來之總工作小時
Benefits Anticipated (e.g. in what way teachers' workload is alleviated) 計劃之優點/好處(例如:如何藉此計劃減輕老師的工作量)	可增加校隊老師的空間,減輕老師的工作量,另外還可引入新的教法,令我校校隊同學有所得益。
Implementation Schedule 推行時間表	每學年9月至翌年6月,約每週一至兩次
Resources Required 所需資源	助教四位,每位40次;每次\$125(1.5小時) 合共:4 X 40 X \$125 = \$25,000 健身室管理員一名,每次\$125(1.5小時),40次; 合共:1 X 40 X \$125 = \$5000 總數: \$30,000
Performance Indicators 成效指標	老師會有更多空間去照顧其他有需要的學生,同時各校隊隊員有更多機會去學習适合自己程度的技巧,相對技術也能提高。 健身室之開放次數增加
Assessment Mechanism 評估方法	校隊之同學技術有所改善。 健身室之使用達400人次或以上
Person-in-charge 負責人	陳錦權老師

Task Area 計劃名稱	中文辯論隊
Major Area(s) of Concern 計劃重點	<ol style="list-style-type: none"> 1. 訓練同學邏輯思維及語文表達的能力。 2. 突破學習空間，培養同學自學能力。 3. 培養堅毅的意志及解難的能力。 4. 建立團隊精神及凝聚力。
Implementation Plan 具體計劃內容	<ul style="list-style-type: none"> ➤ 邀請本校訓練成材而晉身大專之校友，為校內同學作專業培訓，承繼及完善培訓機制。 ➤ 建立辯論資料庫 <ol style="list-style-type: none"> 1. 校內：配合中文科新課程需要，協助推行思考及演說訓練活動。 2. 校外：參與校際活動及比賽；另一方面，聯繫友校，組成網絡，定期切磋及互相觀摩。
Benefits Anticipated (e.g. in what way teachers' workload is alleviated) 計劃之優點（例如：如何藉此計劃減輕老師的工作量）	老師會有更多空間去照顧其他有需要的學生，同時各辯論隊隊員有更多機會去學習适合自己程度的技巧，相對技術也能提高。
Implementation Schedule 推行時間表	<p>7-8 月暑期進行新人培訓工作</p> <p>11-7 月參與各類校際賽事</p> <p>7 月協助中文科推行思考及演說訓練活動</p>
Resources Required 所需資源	<p>導師車馬費：(每年) \$ 5000 x12 = \$60,000</p> <p>行政費：\$ 6000 (包括參與講座、舉辦比賽、培訓營等)</p> <p>資料庫：\$ 500 (錄影、光碟製作、影印、檔案儲存、拍照等)</p> <p>合共 <u>\$ 66,500</u></p>
Performance Indicators 成效指標	<ol style="list-style-type: none"> 1. 隊員能投入訓練及比賽，並能取得成就。 2. 辯論隊能繼續運作並不斷發展。
Assessment Mechanism 評估方法	<ol style="list-style-type: none"> 1. 隊員訓練活動出席率達八成以上 2. 隊員畢業後願意回校協助新人培訓工作 3. 能於初中校際比賽中晉身半總決賽 4. 能於全港比賽中晉身半總決賽
Person-in-charge 負責人	陳惠珍老師

Task Area 計劃名稱	普通話訓練班(口語訓練)
Major Area(s) of Concern 計劃重點	(1) 強化同學講普通話的能力, (2) 使學員成為推動班內以普通話交流的積極成員, (3) 使學員成為推動本科活動的積極成員。
Implementation Plan 具體計劃內容	(1) 老師於初中班內推薦中或上游成員作強化訓練。 (2) 由校內老師或招募校外導師定期進行訓練
Benefits Anticipated (e.g. in what way teachers' workload is alleviated) 計劃之優點(例如:如何藉此計劃減輕老師的工作量)	(1) 建立科內精英,成立普通話大使,推動普通話的學習。 (2) 製造應用普通話的環境及機會,為鋪排以普通話教授中國語文作準備。 (亦配合中文科老師在課外以普通話和同學交流的語言環境)
Implementation Schedule 推行時間表	(1) 九月選取 20 至 25 個隊員,定期練習 (2) 二月參加比賽或出外探訪
Resources Required 所需資源	校外導師費一名 \$800x20 次= \$16000。 校內教師一名
Performance Indicators 成效指標	1. 計劃完成後預期學校內說普通話的氣氛會比今年熾烈。 2. 參與普通話比賽
Assessment Mechanism 評估方法	計劃完成後同學帶領活動的次數統計。
Person-in-charge 負責人	黎淑玲老師

Task Area 項目名稱	活動義工車馬費
Major Area(s) of Concern 項目重點	-協助老師帶領同學在校內或校外進行活動
Implementation Plan 推行計劃	-招募合資格的學生家長或已畢業的校友作為義務助理領隊，整理後訂出一份義務助理領隊的名單，於需要時致電聯絡合適的人選以協助老師進行活動。
Benefits Anticipated (e.g. in what way teachers' workload is alleviated) 計劃之優點 / 好處 (例如：如何藉此計劃減輕老師的工作量)	<ol style="list-style-type: none"> 1. 有彈性，可以就時間需要以增加人手 2. 可增加家長及校友對學校的歸屬感，開拓新人力資源 3. 減輕老師非教學上的工作，除活動主要老師必須負責帶領外，其他工作人員可由義工代替。 4. 活動次數可以增加 5. 可加強學生在活動時受到的照顧
Implementation Schedule 推行時間表	九月份通過家教會及校友會招募合適合的人選，整理後組成名單。
Resources Required 所需資源	每人每日最高\$100 預計一年開支：\$100x300 次 = \$30,000
Performance Indicators 成效指標	<ol style="list-style-type: none"> 1. 外出課外活動次數有所增加 2. 老師須要外出協助課外活動次數減少
Assessment Mechanism 評估方法	<ol style="list-style-type: none"> 1. 詢問老師對此計劃的評估及對助理的評價 2. 收集外出課外活動次數
Person-in-charge 負責人	黃偉老師

Task Area 計劃名稱	<i>Drama Education</i>
Major Area(s) of Concern 計劃重點	<i>Personal Development through Drama</i>
Implementation Plan 具體計劃內容	Professional drama instructors will be employed to conduct one fundamental training course of 20 lessons for 30 students and one advanced course of 20 lessons for another 20 students. The objectives are to develop aesthetic potential of students and unleash their creativity.
Benefits Anticipated (e.g. in what way teachers' workload is alleviated) 計劃之優點（例如：如何藉此計劃減輕老師的工作量）	Students can receive professional drama training and will put a drama created by their own on stage in an external competition and teachers' workload is alleviated
Implementation Schedule 推行時間表	40 two-hour sessions will be held weekly from Sept to May.
Resources Required 所需資源	Instructor fee = \$ 40000 (\$500 x 2 x 40 = \$40000) Production cost = \$5000 Total = \$45000
Performance Indicators 成效指標	(i) More than 70% of the participants over 70% attendance. (ii) 35 students will be ready to participate in the production of a play.
Assessment Mechanism 評估方法	The attendance of the training course. Successful production of a play.
Person-in-charge 負責人	Leung Ka Po

Task Area 計劃名稱	S.1 and S.2 Remedial Programme (Academic Committee)	
Major Area(s) of Concern 計劃重點	<ol style="list-style-type: none"> 1. Design S.1 and S.2 Remedial Curriculum 2. Conduct lessons to S.1 and S.2 students to enhance academic performance 	
Implementation Plan 具體計劃內容	<ol style="list-style-type: none"> 1. Design S.1 and S.2 Remedial Curriculum, worksheets and teaching activities; 2. Select 10-15 students to join the remedial programme in Chinese, English and Mathematics; 3. Recruit two S7 alumni as tutors to run each course. One of them will act as the course coordinator to help monitor the course and prepare the course materials; 4. In the end of the programme, a test will be conducted to assure the quality of the programme. 	
Benefits Anticipated (e.g. in what way teachers' workload is alleviated) 計劃之優點 (例如: 如何藉此計劃減輕老師的工作量)	<ol style="list-style-type: none"> 1. Recruit the alumni as human resources to enhance teachers' capacity; 2. Help improve the low-achievers in Chinese, English and Mathematics. 	
Implementation Schedule 推行時間表	April 10	Programme preparation and planning
	May 10	Recruit tutors
	June 10	Design Remedial Curriculum
	June 10	Selection of target students in S.1 and S.2 Meet with parent concerned and collection of course fee.
	July 10	Conduct the remedial programme
	Aug 10	Evaluation
Resources Required 所需資源	Tutor's salary =\$30000 (10 tutors x @\$3000) School subsidy=\$16000 (80 student x @\$200)	
Performance Indicators 成效指標	<ol style="list-style-type: none"> 1. Student attendance $\geq 80\%$; 2. About 60% of the students attained satisfactory results in test ; 3. About 60% of the students have satisfactory attitude throughout the course ; ; 4. Panel chairpersons satisfied with the arrangement , performance of tutors, and effect of the programme. 	
Assessment Mechanism 評估方法	<ol style="list-style-type: none"> 1. Student attendance record ; 2. Test result ; 3. Student questionnaires ; 4. Evaluation report 	
Person-in-charge 負責人	Chan Wai Kin	

Task Area 計劃名稱	The Project on Learning to Design Thru Monster
Major Area(s) of Concern 計劃重點	<ol style="list-style-type: none"> 1. Students will acquire the abilities to give critical , informed and intelligent responses based on a well-designed learning project 2. Students will learn to apply the design thinking skills in their daily lives 3. The Project will be incorporated into the NSS formal curriculum
Implementation Plan 具體計劃內容	<ol style="list-style-type: none"> 1. Teacher Workshop --organized by Hong Kong Design Centre to provide training for teachers on how to enhance students' critical thinking skills based on design concept, design process and design thinking 2. Student Workshops --Jointly organized by tutors of HK Design Centre and our teachers to engage students in in-depth inquiry and analysis of learning topics 3. Exhibition of students' artwork 4. Sharing sessions by students , teachers and tutors
Benefits Anticipated (e.g. in what way teachers' workload is alleviated) 計劃之優點 (例如：如何藉此計劃減輕老師的工作量)	<ol style="list-style-type: none"> 1. Provide support for teachers to design a more balanced and comprehensive NSS Visual Arts curriculum 2. Enhance teaching and learning effectiveness
Implementation Schedule 推行時間表	<p>9 /09 Teacher Workshop</p> <p>9 -10/ 09 Student Workshops</p> <p>10 -11/09 Completion of the project</p>
Resources Required 所需資源	Course fee: \$4000 (including tutors' fee and course materials)
Performance Indicators 成效指標	<ol style="list-style-type: none"> 1. Students' learning and progress are shown in their portfolios 2. 60% of students taking part in the project are able to manipulate visual arts elements to produce a piece of aesthetically appealing visual arts work for exhibition. 3. 70% of students are satisfied with the learning project
Assessment Mechanism 評估方法	<ol style="list-style-type: none"> 1. Through observation of students' performance and assessment of their portfolios 2. To design and draft questionnaires for canvassing students' opinions and feelings concerning the learning project
Person-in-charge 負責人	Lam Yim Mui

New Senior Secondary Curriculum Support Grant 09-10

Proposal	Description	Proposed Budget	Approved Budget	Page
1	Teacher assistant x 4	\$529,200		13
2	Additional teacher (English) x 0.5	\$275,688		15
	Total:	\$804,888		

Grant B/F	\$421,140	
Grant received of the year (subject to change according to the inflation rate)	<u>\$421,140</u>	\$842,280
Less : Expenditure of the year		<u>\$804,888</u>
Balance (deficit) :		\$37,392

Task Area 計劃名稱	Teacher Assistants (academic)
Major Area(s) of Concern 計劃重點	To relieve teachers workload due to TSA, SBA and NSS
Implementation Plan 具體計劃內容	Four teacher assistants will be hired : <ol style="list-style-type: none"> 1. To help teachers to handle the paper work due to TSA and SBA. 2. To help the teachers to video the students' performance according to the requirement of SBA. 3. To help the teachers to prepare exercise for TSA and SBA 4. To facilitate teachers in conducting SBA 5. To relieve the teachers workload due to the preparation of the NSS curriculum. 6. To draft the NSS curriculum under the supervision of the teachers
Benefits Anticipated (e.g. in what way teachers' workload is alleviated) 計劃之優點 (例如：如何藉此計劃減輕老師的工作量)	<ol style="list-style-type: none"> 1. Teachers can spare more time to prepare the teaching material and the necessary arrangement for TSA and SBA. 2. Teacher can spare more time to cope with the student diversity and increase the students' competencies. 3. Teachers can spare time to attend courses for the preparation of the NSS.
Implementation Schedule 推行時間表	One year contract starts from 01-09-2009 to 31-08-2010
Resources Required 所需資源	The applicant should attain up to the University level. The salary will be 132,300 each including MPF
Performance Indicators 成效指標	Teacher's workload can be alleviated 10% to 15%
Assessment Mechanism 評估方法	Feedbacks from the teachers.
Person-in-charge 負責人	Mr. Wong Wai

Teacher Professional Preparation Grant 09-10

Proposal	Description	Proposed Budget	Approved Budget	Page
1	Additional teacher (mathematics) x 1	\$351,666		15
2	Additional teacher (Economics and Finance) x 1	\$351,666		15
3	Additional teacher (Science) x 0.5	\$137,844		15
4	Additional teacher (Chinese) x 0.3	\$138,877		15
	Total:	\$980,053		

Grant B/F	\$480,000	
Grant received of the year (subject to change according to the inflation rate)	<u>\$0</u>	\$480,000
Less : Expenditure of the year		<u>\$980,053</u>
Balance (deficit) :		(\$500,053)

Task Area 計劃名稱	Additional Teachers for TSA, SBA and NSS
Major Area(s) of Concern 計劃重點	<ol style="list-style-type: none"> To relieve the English and Chinese teachers workload due to TSA and SBA To relieve teachers workload due to NSS
Implementation Plan 具體計劃內容	<p>Two additional teachers will be hired:</p> <ol style="list-style-type: none"> To enhance the capacity of teachers in developing effective strategies to cope with student diversity reflected in TSA. To establish a sustainable framework, in terms of workflow, procedures and logistical arrangements for SBA. To share the teaching load of teachers so that they can have time to go to different workshops for the NSS
Benefits Anticipated (e.g. in what way teachers' workload is alleviated) 計劃之優點 (例如：如何藉此計劃減輕老師的工作量)	<ol style="list-style-type: none"> Teachers can spare more time to prepare the teaching material and the necessary arrangement for TSA and SBA. Teacher can spare more time to cope with the student diversity and increase the students' competencies.
Implementation Schedule 推行時間表	One year contract starts from 01-09-2009 to 31-8-2010 will be offered.
Resources Required 所需資源	The applicants should have a degree of the respective disciplines.
Performance Indicators 成效指標	Teacher's workload can be alleviated 10% to 15%
Assessment Mechanism 評估方法	<ol style="list-style-type: none"> Feedbacks from the teachers.
Person-in-charge 負責人	Mr. Wong Wai