

**Po Leung Kuk Lo Kit Sing (1983) College**  
**Plan on Use of Senior Secondary Curriculum Support Grant (2017/2018)**

(1)

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
- Curriculum Development	- To relieve teachers' non-teaching duties (such as school-based activities and extra-curricular activities) so that they can concentrate on developing better teaching and learning materials for Senior Secondary Curriculum - To relieve English teachers' workload so that they can facilitate the implementation of Senior Secondary English curriculum	- Employing two Activity Organizers (A.O.)	- Whole school (in Senior Secondary curriculum development) English: ✓ English Language teachers can have more time to develop Senior Secondary curriculum ✓ Students can be exposed to an English rich learning environment Teachers responsible for school-based activities and extra-curricular will be provided with space to prepare for Senior Secondary curriculum	- Whole year (1/9/17 – 31/8/18)	- \$15,500.00 (approx.) x 12 months for two A.O. (+MPF) = \$390,600.00 (approx)  <b>Total : \$390,600.00 (approx.)</b>	- Relieve teachers' workload in non-teaching duties so that teachers can prepare Senior Secondary curriculum - At least 20 school-based activities / extra-curricular activities coordinated by A.O.s - Inspection by Teacher i/c	- Evaluation by all staff - Count the number of school-based activities /extra-curricular activities coordinated by A.O.s - Inspection by Teacher i/c	- English Department (Ms. CHEUNG S.Y.) - Executive Secretary (Ms. LAM M.Y.)

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Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
- To relieve the workload of Senior Secondary subject teachers	- To relieve Senior Secondary English and BAFS teachers' workload so that teachers can concentrate on developing better teaching - To provide SBA support for English teachers	- Employing one teacher assistant to substitute the teaching duties of English and BAFS Teachers	- Relieving teachers' load in teaching, extra-curricular and students' development areas	- Whole year (1/9/17 – 31/8/18)	- \$14,500.00 (approx.) x 12 months (+MPF) = \$182,700.00 (approx)  <b>Total : \$182,700.00 (approx.)</b>	- The staff will substitute at least 9 lessons per week. - The staff will relieve teachers' non-teaching duties.	- Inspection by Teacher i/c - Count the number of substitute lessons - Count the number of non-teaching duties	- English & BAFS Departments (Ms. CHEUNG S.Y. and Ms. FUNG N. S.) - Prefect of studies (Ms. Fung N.S.)

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Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
- To facilitate the implementation of Senior Secondary PE	- To relieve PE teachers' workload so that teachers can concentrate on developing better teaching - To provide practical support for senior secondary PE teachers - To relieve teachers' non-teaching duties (such as school-based activities and extra-curricular) so that they can concentrate on developing better teaching and learning materials for Senior Secondary curriculum	- Employing 0.5 Subject Assistant to provide support to PE Department	- Handle Physical Education administrative work and relieve PE teachers' workload. - Help prepare Senior Secondary PE related materials, so that teachers can have more time to prepare quality lessons. - Teachers responsible for school-based activities and extra-curricular will be provided with space to prepare for Senior Secondary curriculum	12 months (1/9/17-31/7/18)	- \$7,000.00 (approx.) x 12 months (+MPF) = \$88,200.00 (approx)  <b>Total : \$88,200.00 (approx.)</b>	- Relieve PE teachers' workload in teaching and non-teaching duties so that teachers can prepare Senior Secondary curriculum - Relieve other teachers' workload in non-teaching duties so that teachers can prepare Senior Secondary curriculum	- Evaluation by Teacher i/c - Count the number of school-based activities / extra-curricular activities coordinated by PE AT	- PE Department (Mr YU C.W.) - Executive Secretariat (Ms LAM M. Y.)

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Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
- Senior Secondary Curriculum IT Support	- To relieve teachers' workload in video-making and recording students' presentation so that they can facilitate the implementation of SBA - To provide technical support on the implementation of e-learning	- Employing one I.T. helper	- Relieve teachers' burden in handling students' SBA, by providing IT support on recording students' presentations. - English: ✓ English Language teachers can have more time to develop Senior Secondary curriculum ✓ Students can be exposed to the bank of English presentations.	Whole year (1/9/17 - 31/8/18)	- \$15,000.00 (approx) x 12 months (+MPF) for one I.T. helper = \$189,000.00 (approx)  <b>Total: \$189,000.00 (approx.)</b>	- Relieve teachers' workload in non-teaching duties so that teachers can prepare Senior Secondary curriculum - At least 80 school-based videos can be produced - Smooth running of English SBA	- Evaluation by all staff - Count the number of school-based videos produced - Inspection by Teacher i/c	- Prefect of ICT Support (Mr. KWAN L.S.)

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Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
- To provide support to teachers in catering learning diversity of students	- To enhance students' learning in Senior Secondary subjects	- Employing tutor(s) to conduct after-school tutorial classes	- Help S4 – S6 students prepare for the HKDSE	1/9/17– 31/8/18	<b>Total : \$ 84,000.00 (approx.)</b>	- At least 15 tutorial classes would be arranged. - Students can manage the Senior Secondary subjects effectively	- Evaluation by teachers - Count the number of tutorial lessons	Subject Department

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Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
- To cater for learning diversity of students	- To enhance students' learning efficiency in Senior Secondary subjects	- Employing service providers to organize enhancement classes	- Help S4 – S6 students prepare for the HKDSE	1/9/17– 31/8/18	<b>Total : \$ 30,000.00 (approx.)</b>	At least 5 tutorial classes would be arranged.	- Evaluation by teachers - Count the number of tutorial lessons	Subject Department


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Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
- To procure Senior Secondary materials to enrich the teaching resources bank	- To equip Senior Secondary teachers with more updated teaching related materials so that they can have more knowledge and skills to prepare better lessons	- Purchasing more resources to give more material support to Senior Secondary teachers	More teaching and learning resources can be sponsored and bought	1/9/17– 31/8/18	<b>Total : \$ 50,000.00 (approx.)</b>	At least 5 sets of teaching-related materials would be purchased.	No. of teaching resources purchased	Subject Department

Total amount for this proposal: **\$1,008,200.00**

Amount:	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Total
	\$390,600.00	\$182,700.00	\$88,200.00	\$189,000.00	\$84,000.00	\$30,000.00	\$50,000.00	<b>\$1,014,500.00</b>

Balance B/F 2016/2017 (estimated) : \$ 650,000.00  
 Total estimated grant to be received from EDB for 2017/2018 : \$ 680,256.00  
 Total estimated expenditure : \$1,014,500.00  
 Estimated surplus : \$ 315,756.00

Principal:   
 Date: 26/6/2017