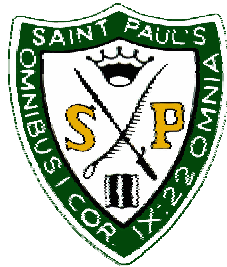


St. Paul's Secondary School



Plan on the use of the Additional Capacity Enhancement Grant 2007 – 2008

At the Staff Meeting towards the end of last academic year, teachers are invited to give their proposed plans on the use of Additional Capacity Enhancement Grant for 2007/2008. At the beginning of the academic year 2007/2008, they are reminded to do so before 15 September 2007. All the proposed plans unanimously agreed by teaching staff have been included in this file with the approval of S.M.C.

St. Paul's Secondary School

Plan on the Use of Additional Capacity Enhancement Grant 2007/2008

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St. Paul's Secondary School
Plan on Use of Additional Capacity Enhancement Grant for 2007-2008

Task Area	A. Relieving teachers of some workload	
Major Area(s) of Concern	Teachers can focus on activities related to teaching and learning	
Strategies/Tasks	To Employ 1 Full-time and 1 Part-time GM Teachers To employ one full-time GM teacher to teach Mathematics and one part-time GM teacher to teach Chinese Language.	
Benefits Anticipated	To relieve existing teachers from tension, worry and heavy workload	
Time Scale	September 2007 to August 2008.	
Resources Required	Description	Estimated Amount
	Part-time Certificate Teachers (Salaries + 5% MPF)	\$439,615.05
	Total	\$439,615.05
Success Criteria	Over 50% of teachers found the GMs helpful	
Method(s) of Evaluation	1. Lesson observation 2. Performance appraisal of the employee.	
Teacher(s) Responsible	Department Heads	

St. Paul's Secondary School
Plan on Use of Additional Capacity Enhancement Grant for 2007-2008

Task Area	A. Relieving teachers of some workload C. Meeting diverse and special learning needs of students	
Major Area(s) of Concern	1. To pursue a culture of collaborative learning among students through the weekly meeting, structured lessons and gatherings. 2. To meet the spiritual needs of the students	
Strategies/Tasks	Pastoral and Teaching Assistant 1. To lead the weekly meeting of Legion of Mary, Our Lady of China Praesidium (around 25 members). 2. To do clerical work of typing minutes, reports, data entry for evaluation and assessments, collecting and sorting teaching materials.	
Benefits Anticipated	Teachers can focus on developing teaching plans/schedules for the students.	
Time Scale	September 2007 to August 2008	
Resources Required	Description	Estimated Amount
	Pastoral and Teaching Assistant (Salary + 5% MPF)	\$112,770
	Total	\$112,770
Success Criteria	1. Weekly meeting can be held smoothly and successfully under a peaceful and harmonious atmosphere. 2. Participating students are able to understand more about God and the Catholic Church.	
Method(s) of Evaluation	1. Performance appraisal of the employee. 2. Feedback from teachers.	
Teacher(s) Responsible	Mr. J. Fong	

St. Paul's Secondary School
Plan on Use of Additional Capacity Enhancement Grant for 2007-2008

Task Area	A. Relieving teachers of some workload	
Major Area(s) of Concern	Teachers can focus on activities related to teaching and learning	
Strategies/Tasks	Multi-media Learning Coordinator 1. To help facilitating the use of devices equipped in the Learning Centre in teaching, learning and assessment. 2. To provide technical support to the Broadcast Studio.	
Benefits Anticipated	1. Teachers can focus on developing teaching plans/schedules for the students. 2. Quality of teaching and learning can be improved by multi-media teaching aids. 3. Students would acquire basic production techniques in campus broadcasting.	
Time Scale	September 2007 to August 2008.	
Resources Required	Description	Estimated Amount
	Multi-media Learning Coordinator (Salary + 5% MPF)	\$132,300
	Total	\$132,300
Success Criteria	1. Some of the burdens of the teachers relieved. 2. Quality of teaching and learning improved	
Method(s) of Evaluation	1. Performance appraisal of the employee. 2. Feedback from teachers. 3. Feedback from students	
Teacher(s) Responsible	Mr. M. Lai	

St. Paul's Secondary School
Plan on Use of Additional Capacity Enhancement Grant for 2007-2008

Task Area	B. 提升學生的語文能力	
Major Area(s) of Concern	提升學生的閱讀能力、表達能力及擴闊學生的思維	
Strategies/Tasks	中文科 思維導圖 (Mind Map) 工作坊 聘請導師為中一、中四及中六全級(共十三班)學生，舉辦每班兩節思維導圖工作坊，每節一小時二十分	
Benefits Anticipated	1. 學生的閱讀能力、表達能力得以提升 2. 學生的聯想能力及思考方法得以提升	
Time Scale	二零零七年九月至十月	
Resources Required	Description	Estimated Amount
	聘請導師	\$45,000
	Total	\$45,000
Success Criteria	1. 70%學生認為活動能提升他們的閱讀能力及表達能力 2. 70%學生認為活動能提升他們的聯想能力及思考方法	
Method(s) of Evaluation	問卷調查	
Teacher(s) Responsible	區建雯老師	

St. Paul's Secondary School
Plan on Use of Additional Capacity Enhancement Grant for 2007-2008

Task Area	A. Enhancing language proficiency of students	
Major Area(s) of Concern	<ol style="list-style-type: none"> To enhance students' learning effectiveness and to help them achieve academic excellence through oral training sessions. Students are provided with more opportunities for interaction within and outside class. 	
Strategies/Tasks	Additional English Oral Training for Form 3 Students Employ experienced native-English speaking tutors to give workshops, and practice sessions to Form 3 students.	
Benefits Anticipated	The motivated but less confident students will develop confidence and competence in Oral English, and general interaction among peers and teachers.	
Time Scale	During the Easter holidays (March, 2008)	
Resources Required	Description	Estimated Amount
	Tutor's fee for English Oral Training	\$3,200
	Total	\$3,200
Success Criteria	<ol style="list-style-type: none"> Students' Attendance Students' confidence in English Oral is enhanced 	
Method(s) of Evaluation	<ol style="list-style-type: none"> Attendance Records Students' Feedback Teachers' comments 	
Teacher(s) Responsible	Miss E. Yam and the Department of English	

St. Paul's Secondary School
Plan on Use of Additional Capacity Enhancement Grant for 2007-2008

Task Area	B. Enhancing language proficiency of students	
Major Area(s) of Concern	<ol style="list-style-type: none"> To enhance students' learning effectiveness and to help them achieve academic excellence through oral training sessions. Students are provided with more opportunities for interaction within and outside class. 	
Strategies/Tasks	<p>Additional English Oral Training for Form 5 students</p> <p>A veteran teacher of public speaking and oral English would be employed to give extra support to Form 5 students' English Oral exam after their HKCE exams.</p>	
Benefits Anticipated	<ol style="list-style-type: none"> The motivated but less confident students will develop confidence and competence in Oral English. The already high achievers would benefit from more practices and professional comments to improve their skills and exam performance. 	
Time Scale	May – June 2008, after students' HKCE examination of various subject, and before their actual oral exams.	
Resources Required	Description	Estimated Amount
	Tutor's fee for English Oral Training \$500 x 20 hrs	\$ 10,000
	Total	\$ 10,000
Success Criteria	<ol style="list-style-type: none"> Students' Attendance Students' confidence in English Oral enhanced HKCEE English Oral results 	
Method(s) of Evaluation	<ol style="list-style-type: none"> Attendance Records Students' Feedback Teachers' comments Students' exam results 	
Teacher(s) Responsible	Miss E. Yam and the Department of English	

St. Paul's Secondary School
Plan on Use of Additional Capacity Enhancement Grant for 2007-2008

Task Area	B. Relieving teachers of some workload D. Meeting diverse and special learning needs of students	
Major Area(s) of Concern	3. To pursue a culture of collaborative learning among students through the weekly meeting, structured lessons and gatherings. 4. To meet the spiritual needs of the students	
Strategies/Tasks	Pastoral Care for Religious Activities An instructor will provide religious instruction class from October to May	
Benefits Anticipated	To conduct instruction and confirmation classes for around 40 students.	
Time Scale	October 2007 to May 2008 (Confirmation & Instruction Classes)	
Resources Required	Description	Estimated Amount
	Payment to the Instructor	
	Confirmation class: \$150 x 20 lessons	\$3,000
	Instruction class: \$150 x 20 lessons	\$3,000
	Total	\$6,000
Success Criteria	Participating students are able to understand more about God and the Catholic Church.	
Method(s) of Evaluation	1. Feedback from students. 2. Feedback from teacher advisor.	
Teacher(s) Responsible	Mr. J. Fong, Mrs. G. Tang	

St. Paul's Secondary School
Plan on Use of Additional Capacity Enhancement Grant for 2007-2008

Task Area	C. Meeting diverse and special learning needs of students	
Major Area(s) of Concern	<ol style="list-style-type: none"> 1. To show appreciation for students' work done. 2. To strengthen students' confidence in self expression in art. 	
Strategies/Tasks	Artwork Booklet of Form 1 Students Works Mr. E. Cheung will compile the best 150 works of F.1 students into a booklet.	
Benefits Anticipated	<ol style="list-style-type: none"> 1. Students would receive a booklet imprint with their works. 2. Students build up confidence in art. 3. Students develop a sense of aesthetic. 4. Students would treasure the works they did. 	
Time Scale	November 2007	
Resources Required	Description	Estimated Amount
	Printing cost	\$11,000
	Total	\$11,000
Success Criteria	3. Over 70% of the students give positive response.	
Method(s) of Evaluation	<ol style="list-style-type: none"> 1. Parents' comment 2. Feedback from students. 	
Teacher(s) Responsible	Mr. E. Cheung	

St. Paul's Secondary School
Plan on Use of Additional Capacity Enhancement Grant for 2007-2008

Task Area	C. Meeting diverse and special learning needs of students	
Major Area(s) of Concern	3. To nurture the sense of aesthetic. 4. To raise students' interest in learning ceramics.	
Strategies/Tasks	Instructor for the Raku (樂燒) Workshop The Art Department will hire Mr. K.S. Chan as the tutor to conduct two workshops at his studio at Fo Tan, Shatin. The workshop will include art creation, discussions, sharing and appreciation.	
Benefits Anticipated	5. Students enjoy learning ceramics 6. Students build up interest in art. 7. Students develop the sense of aesthetic. 8. Students build up vision of arts. 9. Students develop generic skills through art creation. 10. Students understand various art materials.	
Time Scale	Activity Day in November, December 2007	
Resources Required	Description	Estimated Amount
	Workshop Fee (\$1,750 x 2 workshops)	\$3,500
	VCD for Raku	\$80
	Total	\$3,580
Success Criteria	4. Over 70% of the participants give positive response.	
Method(s) of Evaluation	3. Attendance record 4. Feedback from students and tutor.	
Teacher(s) Responsible	Ms. S. Chiang	

St. Paul's Secondary School
Plan on Use of Additional Capacity Enhancement Grant for 2007-2008

Task Area	A. Relieving teachers of some workload C. Meeting diverse and special learning needs of students	
Major Area(s) of Concern	1. Students' collaborative learning and thinking skills 2. Students' cooperation, persistence and accuracy in badminton competition	
Strategies/Tasks	Professional Instructor for Badminton Training 1. Professional instructor will be employed to conduct 15 2-hour badminton training sessions for club members 2. Different levels of training will be given according to students' abilities and performances	
Benefits Anticipated	1. Improvement in badminton skills especially for school team members 2. More students can be motivated to play badminton under the training by a professional instructor 3. Teacher-in-charge can have more time for individual attention to students.	
Time Scale	September 2007 to May 2008.	
Resources Required	Description	Estimated Amount
	Professional instructor (\$300 x 2 hrs x 15 lessons)	\$9,000
	Total	\$9,000
Success Criteria	1. Participation rate improved 2. 90% participants have positive response 3. Competition results improved	
Method(s) of Evaluation	1. Attendance record 2. Evaluation forms and reports 3. Competition results and instructor's comments	
Teacher(s) Responsible	Mrs. A. Fung	

St. Paul's Secondary School
Plan on Use of Additional Capacity Enhancement Grant for 2007-2008

Task Area	A. Relieving teachers of some workload C. Meeting diverse and special learning needs of students	
Major Area(s) of Concern	1. Students' collaborative learning and communication skills 2. Persisting and creativities in rope skipping	
Strategies/Tasks	Professional Instructor for Rope-Skipping Course 1. A professional instructor will be employed to conduct weekly rope-skipping course every Tuesday for club and team members 2. Different levels of training will be given according to students' abilities and performances	
Benefits Anticipated	1. Improvement in rope skipping skills especially for school team members 2. Students enjoy rope skipping and enhance their creativities and thinking skills during training 3. Teacher-in-charge can have more time for individual attention to students	
Time Scale	October 2007 to May 2008	
Resources Required	Description	Estimated Amount
	Professional instructor (\$300 x 2 hrs x 16 lessons)	\$9,600
	Total	\$9,600
Success Criteria	1. Participation rate improved 2. 90% participants have positive response 3. Competition results improved	
Method(s) of Evaluation	1. Attendance record 2. Evaluation forms and reports 3. Competitions results and comments from the adjudicators	
Teacher(s) Responsible	Mrs. A. Fung	

St. Paul's Secondary School
Plan on Use of Additional Capacity Enhancement Grant for 2007-2008

Task Area	A. Relieving teachers of some workload C. Meeting diverse and special learning needs of students	
Major Area(s) of Concern	1. Students' collaborative learning and leadership skills 2. Students' management, communication and problem solving skills	
Strategies/Tasks	Professional Instructors for Sports Leader Training Course 1. Professional instructors will be employed to hold a leadership training course for all sports clubs committee and team members 2. Participants will apply the skills learnt from the course in organising sports activities held within or outside school	
Benefits Anticipated	1. All sports clubs committee and school team members show improvement in their leadership and communication skills 2. Club activities can be organised smoothly and efficiently 3. Teachers-in-charge can have more time for individual attention to students during club activities	
Time Scale	September 2007 to May 2008	
Resources Required	Description	Estimated Amount
	Course Fee: \$40 x 100 participants	\$4,000
	Total	\$4,000
Success Criteria	4. 80% participation rate 5. 80% participants have positive response 6. Club committee and school team members show improvement in their leadership and communication skills	
Method(s) of Evaluation	4. Attendance record 5. Evaluation forms and reports 6. Feedback from Club Advisors and participants	
Teacher(s) Responsible	Mrs. A. Fung	

St. Paul's Secondary School
Plan on Use of Additional Capacity Enhancement Grant for 2007-2008

Task Area	C. Meeting diverse and special learning needs of students	
Major Area(s) of Concern	5. To learn interview skills. 6. To provide mock interviews of university programmes.	
Strategies/Tasks	Career Workshop for Form 7 students (Interview Skills) To hire social workers from an institute to conduct a workshop on interview skills.	
Benefits Anticipated	11. Have better preparation before JUPAS programme interview. 12. Enhance self-confidence in an interview.	
Time Scale	December 2007	
Resources Required	Description	Estimated Amount
	1. Talk on interview skills	\$600
	2. Group interviews (\$600 x 8 groups)	\$4,800
	Total	\$5,400
Success Criteria	70% of the Form 7 students have more confidence and better preparation before the JUPAS programme interview.	
Method(s) of Evaluation	5. Evaluation and feedback from students. 6. Feedback from teachers.	
Teacher(s) Responsible	Ms. W. T. Chan	

St. Paul's Secondary School
Plan on Use of Additional Capacity Enhancement Grant for 2007-2008

Task Area	C. Meeting diverse and special learning needs of students	
Major Area(s) of Concern	To assist students to make better study choice on their post-secondary level so as to aim reasonably high in their future studies	
Strategies/Tasks	Career Workshop for Form 7 Students (JUPAS) To hire social workers from an institute to conduct a workshop on choice making of their further studies.	
Benefits Anticipated	Have better idea about their study and career paths.	
Time Scale	September 2007	
Resources Required	Description	Estimated Amount
	Workshop fees (\$600 x 2 sessions)	\$1,200
	Total	\$1,200
Success Criteria	80% of the Form 7 students have better idea about their careers/study potentials.	
Method(s) of Evaluation	7. Evaluation and feedback from students. 8. Feedback from teachers.	
Teacher(s) Responsible	Ms. W. T. Chan	

St. Paul's Secondary School
Plan on Use of Additional Capacity Enhancement Grant for 2007-2008

Task Area	C. Meeting diverse and special learning needs of students	
Major Area(s) of Concern	To enhance self-understanding of students' personal qualities and interests so as to set achievable goals on their future studies	
Strategies/Tasks	Myers-Briggs Type Indicator (MBTI) for Form 6 Students To provide MBTI test and its analysis for all F.6 students by an external organization.	
Benefits Anticipated	13. Students have more understanding on their own potentials. 14. Have better idea about their study and career paths.	
Time Scale	February 2008	
Resources Required	Description	Estimated Amount
	MBTI Tests and analysis	\$5,000
	Total	\$5,000
Success Criteria	70% of the students become clear about their personal qualities.	
Method(s) of Evaluation	9. Evaluation and feedback from students. 10. Feedback from teachers.	
Teacher(s) Responsible	Ms. W. T. Chan	

St. Paul's Secondary School
Plan on Use of Additional Capacity Enhancement Grant for 2007-2008

Task Area	C. Meeting diverse and special learning needs of students	
Major Area(s) of Concern	<ol style="list-style-type: none"> 1. To enhance students' motivation and learning effectiveness through the development of critical thinking skills 2. To pursue a culture of collaborative learning and teaching among students and teachers through the activities in the eight-day workshop and follow-up activities. 	
Strategies/Tasks	Critical Thinking Skills Training Programme for F.6 Professional instructors will be employed to provide an 8 double lessons workshop for all students in F.6.	
Benefits Anticipated	<ol style="list-style-type: none"> 1. Students will develop critical thinking skills by reasoning, redefining and challenging. 2. Students will be able to use their critical thinking skills to make judgement when studying about different LS issues. 	
Time Scale	September – November 2007; March – April 2008 8 double lessons	
Resources Required	Description	Estimated Amount
	Workshop Fees (Tutor fees, teaching materials and student workbooks) 8 sessions	\$42,930
	Total	\$42,930
Success Criteria	Over 80% of the students agree that the program is inspirational and the skills are practical.	
Method(s) of Evaluation	Student Survey – Questionnaire will be designed for student participating to measure the satisfactory level of the program and trainers based on the success criteria.	
Teacher(s) Responsible	Mr. J. Fong	

St. Paul's Secondary School
Plan on Use of Additional Capacity Enhancement Grant for 2007-2008

Task Area	C. Meeting diverse and special learning needs of students	
Major Area(s) of Concern	<ol style="list-style-type: none"> To enhance students' learning effectiveness and to help them achieve academic excellence through critical thinking workshops. Students are provided with more opportunities for interaction and collaboration within and outside class. 	
Strategies/Tasks	<p>Critical Thinking Workshop for F.4 Students</p> <p>Tutors from Edvenue would be hired to conduct workshops for students outside lesson time. The workshop consists of six 1 hour and 20 minutes lessons, 8 hours in total for each F.4 class.</p>	
Benefits Anticipated	<ol style="list-style-type: none"> Students would be able to analyse texts for SBA, e.g. films, books, and articles critically. The discussions of the SBA would be more profound and displays good analytical and critical skills. F.4 students would be able to apply the skills learnt to conduct and lead meaningful and constructive discussions with junior students during the Student Reflection Day. 	
Time Scale	September 2007 – January 2008	
Resources Required	Description	Estimated Amount
	Tutor's fee for Edvenue 1 1/3 hrs x 6 lessons x 5 classes	\$ 54,000
	Total	\$ 54,000
Success Criteria	<ol style="list-style-type: none"> Students' Attendance performance of students in their SBA discussions Students' performance in holding discussions, setting discussion topics for the Student Reflection Day. 	
Method(s) of Evaluation	<ol style="list-style-type: none"> Attendance Records Students' Feedback Teachers' comments 	
Teacher(s) Responsible	Miss E. Yam and the Department of English	

St. Paul's Secondary School
Plan on Use of Additional Capacity Enhancement Grant for 2007-2008

Task Area	C. Meeting diverse and special learning needs of students	
Major Area(s) of Concern	To promote the academic performance of F.4 low-achievers in Physics	
Strategies/Tasks	Remedial Lessons in Physics for Form 4 1. To hire a tutor to conduct ten 1.5 hours after school remedial lessons with exercises and group discussion for F.4 low-achievers in Physics. 2. An assessment will be arranged in the last lesson to reflect the effectiveness of this programme	
Benefits Anticipated	10 – 15 F. 4 students	
Time Scale	February – April 2008	
Resources Required	Description	Estimated Amount
	\$1000 x 10 lessons	\$10,000
	Total	\$10,000
Success Criteria	80% response that the remedial lessons are useful	
Method(s) of Evaluation	1. Questionnaire 2. Assessment in the last lesson	
Teacher(s) Responsible	Mr. W. M. Ho	

St. Paul's Secondary School
Plan on the Use of Additional Capacity Enhancement Grant 2007/2008
Summary

	HKD	HKD
A. Relieving teachers of some workload		
A.1 1 Full-time and 1 Part-time GM Teachers	439,615.05	
A.2 1 Pastoral and Teaching Assistant	112,770.00	
A.3 Multi-media Learning Coordinator	132,300.00	
Subtotal (A)		684,685.05
B. Enhancement of language proficiency of students		
B.1 中文科 思維導圖 (Mind Map) 工作坊	45,000.00	
B.2 Additional English Oral Training for Form 3 Students	3,200.00	
B.3 Additional English Oral Training for Form 5 students	10,000.00	
Subtotal (B)		58,200.00
C. Meeting the diverse and special needs of students		
C.1 Pastoral Care for Religious Activities	6,000.00	
C.2 Artwork Booklet of Form 1 Students Works	11,000.00	
C.3 Raku(樂燒) Workshop	3,580.00	
C.4 Professional Instructor for Badminton Training	9,000.00	
C.5 Professional Instructor for Rope-Skipping Course	9,600.00	
C.6 Professional Instructor for Sports Leader Training Course	4,000.00	
C.7 Career Workshop for Form 7 Students (Interview Skills)	5,400.00	
C.8 Career Workshop for Form 7 Students (JUPAS)	1,200.00	
C.9 Myers-Briggs Type Indicator for Form 6 Students (MBTI)	5,000.00	
C.10 Critical Thinking Skills Training Programme for Form 6	42,930.00	
C.11 Critical Thinking Workshop for Form 4 Students	54,000.00	
C.12 Remedial Physics for Form 4 Students	10,000.00	
Subtotal (C)		161,710.00
GRAND TOTAL		904,595.05

Budget		
	Grant received for the year 2007/2008	654,732.00
<u>Less:</u>	Proposed Expenditure for the Year 2007/2008	904,595.05
	(Deficit) for the Year 2007/08	(249,863.05)
<u>Add:</u>	Surplus B/F from the Year 2006/2007	674,233.01
	Balance for the year 2007/2008	424,369.96