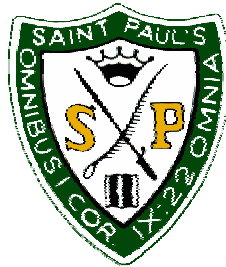


St. Paul's Secondary School



*Report on the use of the
Additional Capacity Enhancement Grant
2006 – 2007*

St. Paul's Secondary School

Report on the Use of Additional Capacity Enhancement Grant

2006/2007

Table of Contents

A. Relieving teachers of some workload

- A.1 Part-time Teaching Assistants
- A.2 1 Multi-media Learning Coordinator

B. Enhancement of language proficiency of students

- B.1 Chinese Mind Map Workshop for F.4 and F.6 students
- B.2 中文科 全港性系統評估講座 (為中三全級學生舉辦)
- B.3 中文科 朗讀能力提升計劃 (為中四至中五全級學生舉辦)
- B.4 校園電台普通話節目主持人口才訓練班
- B.5 Additional English Oral training for F.3 students
- B.6 Extra Remedial English for 2D students
- B.7 Oral Practices for Form 5 students
- B.8 Public Speaking Course for F.4 Students
- B.9 Drama Training Workshop Offered by Local Theatre Company for F.1 Students
- B.10 (a) Drama Actualization of Set-text in the Literature in English at the Senior Secondary Level
(b) Workshop for Teaching Staff on Stress Relief/Muscle Relaxation
- B.11 English Language Facilitator

C. Meeting the diverse and special needs of students

- C.1 Pastoral Care for Religious Activities
- C.2 Sculpture/Jewelry Design Workshops
- C.3 Glass Making Workshop
- C.4 Badminton training Sessions for Club Members
- C.5 Professional Instructor for Rope-skipping Course
- C.6 Generic Skills Training Program for F.1 students for NSS
- C.7.1 Generic Skills Training Program for F.1 students for NSS Aug 2007
- C.7.2 Toastmaster Training Programme
- C.8 Bridging Programme for F.1 students (English)
- C.9 Pastoral Care for Religious Activities

D. Summary

A. Employ Teacher Assistant, Multi-media Learning Coordinator to relieve teachers of some workload

A1. Full-time and Part-time Teaching Assistants (T.A.)

Task Accomplished:

Full-time and part-time Teaching Assistants were employed to assist the teachers in the non-teaching miscellaneous jobs such as counting & checking the various fees, funds, or reply slips collected from the students, entering data or doing statistics, taking photos, arranging venues for activities, etc.

Staff	Period of Employment
1 full-time Teaching Assistant	1 August 2007 to 31 August 2007
1 part-time Teaching Assistant	2 January 2007 to 26 July 2007
1 part-time Teaching Assistant	11 June 2007 to 21 July 2007
1 part-time Teaching Assistant	11 June 2007 to 31 August 2007

Evaluation and Reflection:

Since the demands on teachers to attend meetings and seminars had increased, the hiring of T.A. did release the pressure on the teachers. Unfortunately, it has not been easy to recruit T.A. as such position is on contract without the promotion prospect and the work is rather routine and monotonous.

Plan for the Future:

The flexibility to employ Teaching Assistants whenever the need arises will continue in the future.

Expenses:

Resources used from the Additional CEG :

Expense	Amount
Salaries and MPF for the Teaching Assistants	\$76,312.50
Total:	\$76,312.50

Teacher(s) Responsible:

Department Heads

A2. Multi-Media Learning Coordinator

Task Accomplished:

A full-time Multi-Media Learning Coordinator was employed from 1 September 2006 to 31 August 2007 to help facilitating the use of devices equipped in the Learning Centre in teaching, learning and assessment and to provide technical support to the Broadcast Studio.

With the assistance from the Multi-Media Learning Coordinator teachers can focus on developing teaching plans/schedules for the students. Quality of teaching and learning can be improved by multi-media teaching aids and the students would acquire basic production techniques in campus broadcasting.

Evaluation and Reflection:

Since the demands on teachers to attend meetings and seminars had increased, the hiring of Multi-media Learning Coordinator did release the pressure on the teachers. Unfortunately, it has not been easy to recruit I.T. personnel as such position is on contract without the promotion prospect and the work is rather routine and monotonous.

Plan for the Future:

The flexibility to employ Multi-Media Learning Coordinator whenever the need arises will continue in the future.

Expenses:

Resources used from the Additional CEG :

Expense	Amount
Salaries and MPF for the Multi-Media Learning Coordinator	\$102,165.00
Total:	\$102,165.00

Teacher(s) Responsible:

Mr. M. Lai

B. Enhancement of Language Proficiency of the Students

B1. 中文科思維導圖工作坊

二零零六年九月二十日至十月二十四日，聘請校外導師為中四、中六同學，每班舉辦兩節思維導圖工作坊，希望提升同學的閱讀能力、表達能力，讓同學得以擴闊思維及視野，從而增進同學對中文的興趣，提升語文能力。

推行實況概述：

- Ø 聘請校外導師 – 何嘉華先生，為中四、中六同學舉辦思維導圖工作坊。
- Ø 每班兩節，每節一小時二十分。中六三班各於中國語文及文化科上課時間，在課室舉行。中四五班則分兩組於中國語文科上課時間，在禮堂舉行。

成效：

一、根據評估表格：

- Ø 95%同學認為工作坊能達到他們的期望。
- Ø 73.5%同學認為能提升他們的中國語文能力。
- Ø 97.7%同學對「思維導圖」有更深入的認識，得以擴闊視野。
- Ø 80.4%同學認為能幫助他們理解文章，提升他們的閱讀能力。
- Ø 91.3%同學認為能幫助他們簡明清晰地整理閱讀資料，提升他們的表達能力。
- Ø 93.6%同學認為能提升他們的聯想及思考方法。
- Ø 89.8%同學認為能幫助他們反覆思量，從不同角度分析、整理資料。
- Ø 97.6%同學同意導師能清楚講解課題的內容，表達形式恰當，及準備充足。
- Ø 97.4%同學同意工作坊的時間長短適中及舉行的時間合適。
- Ø 98.5%同學對工作坊整體安排感滿意。

二、同學的出席率：

- Ø 中六及中四同學的出席率為 100%。

檢討及改善方法：

- Ø 從評估表格可見工作坊有顯著的成效。
- Ø 超過80%同學認為能幫助他們理解文章，提升他們的閱讀能力。
- Ø 超過90%同學認為能幫助他們簡明清晰地整理閱讀資料，提升他們的表達能力。
- Ø 接近90%同學認為能幫助他們反覆思量，從不同角度分析、整理資料，擴闊他們的思維。
- Ø 超過97%同學對「思維導圖」有更深入的認識，得以擴闊視野。

展望未來：

- Ø 工作坊應在中一級推行，讓同學於初中已能掌握思維導圖的技巧，於高中能純熟運用。
- Ø 工作坊內容可多配合課程的閱讀及寫作教學。

支出：

資源來自增撥的學校發展津貼：

費用	金額
導師薪金	\$11,200.00
總數：	\$11,200.00

負責老師：

中文科區建雯老師

B2. 中文科朗讀能力提升計劃

二零零六年九月至二零零七年三月，聘請校外導師為中四、中五全級同學，舉辦兩節朗讀能力提升講座，希望提升同學的朗讀能力、表達能力，從而增進同學對中文的興趣，提升語文能力。

推行實況概述：

- Ø 聘請校外導師 – 康一橋先生，為中四、中五全級同學，舉辦兩節朗讀能力提升講座。
- Ø 講座每節一小時，於閱讀課時間在禮堂舉行。
- Ø 導師於每次講座後，根據同學錄製的朗讀電子檔案，為同學評分。

成效：

一、根據評估表格：

- Ø 77.4%同學認為計劃能達到他們的期望。
- Ø 56.4%同學認為能提升他們的中國語文能力。
- Ø 65.5%同學得以擴闊視野。
- Ø 90.6%同學認為能提升他們的朗讀能力。
- Ø 57.4%同學認為能提升他們的表達能力。
- Ø 90.9%同學同意導師能清楚講解課題的內容，表達形式恰當。
- Ø 82.7%同學同意導師回饋清晰。
- Ø 81%同學同意計劃中的講座時間長短適中。
- Ø 90.9%同學對計劃整體安排感滿意。

二、同學的出席率：

- Ø 中四及中六同學的出席率為 100%

檢討及改善方法：

從評估表格及同學的出席率，可見計劃有良好的成效。超過90%同學認為能提升他們的朗讀能力。亦有接近60%同學認為能提升他們的表達能力。

展望未來：

若錄製朗讀電子檔案技術、人手及時間安排許可的話，可考慮再次推行。

支出：

資源來自增撥的學校發展津貼：

費用	金額
導師薪金	\$35,800.00
總數：	\$35,800.00

負責老師：

中文科區建雯老師

B3. 中文科全港性系統評估講座

二零零七年二月二日，聘請校外導師為中二、中三同學舉辦系統評估講座報告，希望讓同學對中文科全港性系統評估有更深入的認識，同學得以擴闊思維及視野，從而增進同學的表達能力，提升語文能力。

推行實況概述：

- Ø 聘請校外講者 – 岑偉宗先生，為中二、中三所有同學舉辦中文科全港性系統評估說話能力講座。
- Ø 講座為時一小時三十分鐘，在禮堂舉行。

成效：

一、根據評估表格：

- Ø 52%同學認為講座能達到他們的期望。
- Ø 72.3%同學認為能令他們對說話能力評估有更清楚的了解。
- Ø 65.8%同學對「中文科全港性系統評估」有更深入的認識，得以擴闊視野。
- Ø 57.5%同學認為能擴闊思維。
- Ø 58%同學認為能提升他們的說話能力。
- Ø 57.8%同學同意導師能清楚講解課題的內容，表達形式恰當。
- Ø 73.4%同學同意導師準備充足。
- Ø 60.3%同學同意講座的時間長短適中。
- Ø 64.2%同學對講座整體安排感滿意。

二、同學的出席率：

- Ø 中二、中三同學的出席率為 100%。

檢討及改善方法：

- Ø 從評估表格可見工作坊成效一般。
- Ø 不足60%同學認為能提升他們的說話能力及擴闊思維。
- Ø 只有約65%同學對「中文科全港性系統評估」有更深入的認識，得以擴闊視野。
- Ø 由於講座的內容偏重於希望同學對說話能力評估有更清楚的了解，故未能集中提升同學的說話能力及思維能力。

展望未來：

若再舉辦同類講座，可嘗試另覓講者，安排內容更全面的講座。

支出：

資源來自增撥的學校發展津貼：

費用	金額
導師薪金	\$1,800.00
總數：	\$1,800.00

負責老師：

中文科區建雯老師

B4. 校園電台普通話節目主持人口才訓練班

二零零七年三月中旬至四月下旬，聘請校外導師教授及訓練本校學生有關主持校園電台普通話節目的技巧及知識，希望能提升學生主持校園電台普通話節目的口語能力及表達能力，增強她們的自信心及協作能力。

推行實況概述：

- Ø 聘請普通話語言中心導師教授及訓練本校學生有關主持校園電台普通話節目的技巧及知識。
- Ø 今次共有十八名同學參加校園電台普通話節目主持人口才訓練班。
- Ø 本班共有五節，每節一小時四十五分鐘，分別安排於三月十九日、三月二十三日、三月二十六日、四月十六日及四月二十日舉行。

成效：

一、根據評估表格：

- Ø 94.1%學生同意參加這個訓練班後，增強了她們日後成為校園電台普通話節目主持人的自信心。
- Ø 100%學生同意參加這個訓練班後，知道更多關於擔任校園電台主持人的知識和技巧。
- Ø 100%學生同意參加這個訓練班後，日後會嘗試報名參加校園電台普通話節目的活動。
- Ø 100%學生同意參加這個訓練班，讓她們有機會在堂上與同學合作模擬主持校園電台節目，互相學習。
- Ø 100%學生同意參加這個訓練班後，從中獲得啟發，日後會嘗試將有關知識應用於主持校園電台節目之中。

二、同學的出席率：

- Ø 學生出席率為98%。

檢討及改善方法：

- Ø 從評估表格中得知學生對普通話校園電台主持人口才訓練班的評價十分正面，然亦有一些改善建議。
- Ø 學生認為可將同一級別同學編為一班，分級上課。
- Ø 學生建議可增加堂數，讓同學有更多實踐機會。

展望未來：

將來再開設同類課程時，可參考學生的建議，分級上課並增加堂數，提供更多實踐機會。

支出：

資源來自增撥的學校發展津貼：

費用	金額
導師薪金	\$3,600.00
總數：	\$3,600.00

負責老師：

普通話科盧淑玲老師

B5. Additional TSA English Oral training for Form 3 students

Tasks Accomplished:

Experienced native-English speaking tutors were hired from outside institutions to give workshops, and practice sessions to Form 3 students during the Easter holidays.

Ø Dates: 10th, 12th, 21st April 2007

Ø Total number of students: 115

Evaluation and Reflection:

Ø Attendance rate: over 99%

Ø All of the participants agreed that the practices were useful or very useful.

Ø Students were eager to take part in these sessions, and therefore more sessions were held after the holidays.

Ø These extra practices gave Form 3 students the opportunity to hone their presentation and discussion skills that have been taught by teachers in class.

Plan for the Future:

Form 3 English teachers were satisfied with the students' performance at the assessment, it was decided that such practices should be held again next April, just before the actual TSA.

Expenses:

Resources used from the Additional CEG :

Expense	Amount
Payment to the Tutor 2 hrs x 4 sessions 1.5 hrs x 3 sessions Total number of hours: 12.5 hrs	\$5,985.00
Total:	\$5,985.00

Teacher(s) Responsible:

Miss E. Yam (English Language Panel Head)

B6. Extra Remedial English for 2D students

Tasks Accomplished:

After the first term exams, a group of weaker students in 2D who failed in their English exams was identified, and extra assistance was offered to help them reach the required standard. A retired English teacher was hired to give lessons to these students after school.

- Ø Dates: 4th, 8th, 11th, 15th, 18th, 22nd, 25th, 29th May 2007
- Ø Total number of students: 24

Evaluation and Reflection:

- Ø Attendance rate: over 90%
- Ø The response was average.
- Ø Over half of the students found the lessons quite useful or useful, but most of them did not find the lessons very enjoyable.
- Ø Students felt that the most useful parts were on the grammar items, e.g. phrasal verbs, passive tenses, conditionals, and relative clauses etc.
- Ø There was some improvement shown in the results of these students' final examinations.
- Ø It was observed that participants of these lessons were from a weaker class, and lacked the required motivation. As the tutor was instructed to help students with their language structure and to help prepare them for their final exams, the students found the lessons not stimulating enough.

Plan for the Future:

It was proposed to use a more active, student-centred approach in the future to motivate these students to achieve effective learning.

Expenses:

Resources used from the Additional CEG :

Expense	Amount
Payment to the Tutor 1.5 hrs x 8 sessions Total number of hours: 12 hrs	\$3,000.00
Total:	\$3,000.00

Teacher(s) Responsible:

Miss E. Yam (English Language Panel Head), Miss S. Chan (English Teacher of Form 2D)

B7. Oral Practices for Form 5 students

Tasks Accomplished:

A veteran teacher on public speaking and oral English was hired to give extra support to Form 5 students' English Oral exam.

- Ø Dates: 1st, 14th, 18th, 22nd, 26th June 2007
- Ø Total number of students: 90

Evaluation and Reflection:

- Ø Attendance rate: 100%
- Ø Students' feedback on the practices was extremely positive.
- Ø Most students found the practices very useful and enjoyable. Some even commented that the lessons were too short and requested more sessions. All participants agreed that the practices were useful in boosting their confidence for the coming oral exams.
- Ø English teachers were invited to observe the tutor's lessons, and observed good rapport between tutor and students.
- Ø The tutor's comments on participants' attitude and language standard were also encouraging.

Plan for the Future:

Similar sessions will be held for the coming Form 5 students, maybe at an even earlier stage.

Expenses:

Resources used from the Additional CEG :

Expense	Amount
Payment to the Tutor	\$6,750.00
2 hrs x 1 sessions	
1.5 hrs x 8 sessions	
Total number of hours: 10 hrs	
Total:	\$6,750.00

Teacher(s) Responsible:

Miss E. Yam (English Language Panel Head)

B11. English Language Facilitator

Tasks Accomplished:

An English Language Facilitator was employed from 1 September 2006 to 31 December 2006 to further strengthen the learning and teaching of English across the curriculum, enriching the English environment, and raising students' English proficiency through the language arts. Moreover, the English Language Facilitator helped to co-ordinate and supervise the regular use of e-learning platform especially in English and Liberal Studies.

Evaluation and Reflection:

Since the demands on teachers to attend meetings and seminars had increased, the hiring of an English Language Facilitator did relieve existing teachers from tension, worry and heavy workload so that they can focus on activities related to teaching and learning. Unfortunately, it has not been easy to recruit suitable and qualified person as such position is on contract and without the promotion or tenure prospect.

Plan for the Future:

The flexibility to employ English Language Facilitator whenever the need arises will continue in the future.

Expenses:

Resources used from the Additional CEG :

Expense	Amount
Salary and MPF for the English Language Facilitator	\$75,600.00
Total:	\$75,600.00

Teacher(s) Responsible:

Principal and Miss E. Yam

C. Meeting the diverse needs of students

C1. Pastoral Care for Religious Activities

Tasks Accomplished:

The service was provided by Ms. Cecilia Ng and Ms. Elaine Ng. Ms. Cecelia Ng conducted the confirmation class for F1 and F2, and the religious instruction class for all forms from October 2006 to May 2007. Ms. Elaine Ng was the advisor of the Legion of Mary from September to December 2006.

Ø Target: Interested students

Ø Date: September 2006 – May 2007

Evaluation and Reflection:

1. All members from the Legion of Mary agreed that Ms. Elaine Ng was able to advise them in the weekly meeting and could give meaningful and interesting allocutions. The meeting was held under a peaceful environment.
2. All participants in the religious instruction class and the confirmation class agreed that Ms. Cecilia Ng has broad Biblical knowledge which can help them understand more about the Church and God.

Plan for the Future:

As the activities were well received by students, to meet their spiritual needs, it is suggested that pastoral care for religious activities will be continued next year.

Expenses:

Resources used from the Additional CEG :

Expense	Amount
Payment to the Spiritual Directress (\$100 x 14 meetings)	\$1,400.00
Payment to the Instructor	
Confirmation class (\$100 x 18 lessons)	\$1,800.00
Instruction class (\$100 x 19 lessons)	\$1,900.00
Total:	\$5,100.00

Teacher(s) Responsible:

Mr. J. Fong (Panel Head of Religious Studies Department)

C2. Jewellery Workshop

Tasks Accomplished:

- Ø The PMC Company sent a group of tutors to demonstrate the product and its making process.
- Ø Dates: November 2006 – March 2007 (three sessions)
- Ø Total number of hours: 6
- Ø Total number of students: 50

Evaluation and Reflection:

100% of students attended the workshops provided. General forms were designed before the sessions. The Art club committee helped out. The tutors came and taught the students in the first session. Mr. E. Cheung conducted the next two. There was a clash with verse and play rehearsal and the third session was organized to entertain the absentees. All of the participants enjoyed the workshops. Many students designed creative works. A few Form fives used the product for their TAS project.

Plan for the Future:

Students were happy to have their pendants made. There were excessive materials for interested students of F4 this coming year.

Expenses:

Resources used from the Additional CEG :

Expense	Amount
Payment to the Tutors (6 hrs)	\$10,000.00
Total:	\$10,000.00

Teacher(s) Responsible:

Mr. E. Cheung and Ms. S. Or

C3. Glass Making Workshop

An experienced tutor was hired to give 2 workshops for interested students from F.3 – F.6 to nurture students' generic skills through art creation.

Tasks Accomplished:

- Ø Dates: 6 October 2006 – 3 November 2006
- Ø Total number of hours: 4 (2 hrs x 2 sessions)
- Ø Total number of students: 60

Evaluation and Reflection:

100% of students attended the workshops provided. The tutor was well prepared and helpful who gave students much encouragement. All of the participants enjoyed the workshops. Many students designed creative works. Some of them even made lanterns.

Plan for the Future:

Students were eager to take part in the workshops, and therefore various workshops will be held next coming school year.

Expenses:

Resources used from the Additional CEG :

Expense	Amount
Payment to the Tutor 2 hrs x 2 sessions	\$1,530.00
Total:	\$1,530.00

Teacher(s) Responsible:

Ms. S. Chiang and Mr. E. Cheung

C4. Professional instructor for Badminton training Sessions

Tasks Accomplished:

A professional instructor was employed to conduct 15 two-hour badminton training sessions for club members from September 2006 to May 2007. There were 19 ordinary club members and 10 school team members joining the training. The training was given according to students' abilities and performances on Thursdays.

Evaluation and Reflection:

Though our plan asked for a subsidy of instructor's fee for 10 sessions, extra 5 sessions were added. This was because the club members reflected that they wanted to learn more from the instructor. Thus extra sessions were arranged and all participants enjoyed the training and had good attendance rate of 93%. Their feedbacks were positive and agreed that they have learnt a lot from the instructor. Over 90% reflected that they would join the training if they had a similar instructor helping them. The attendance rate of School Team members was 80%. The new team members showed greater improvement especially for double team skills.

Though the results of the Inter-school competition did not reflect their effort and hard work, the team would benefit next year after continuous training. With the help of the instructor, teacher-in-charge could have more time to give students individual attention. A better communication between students and instructor was achieved. This also gave chances to the teacher to find out the individual need of students and therefore could make a better arrangement for training.

Plan for the Future:

Since the responses were so good, it was suggested that similar training sessions should be planned for next year. More students could benefit and the game could be more popular.

Expenses:

Resources used from the Additional CEG :

Expense	Amount
Professional instructor fee	
\$300 x 2 hrs x 14 sessions	\$8,400.00
\$300 x 1 hr x 1 session	\$300.00
Total:	\$8,700.00

Teacher(s) Responsible:

Mrs. A. Fung

C5. Professional instructor for Rope-skipping Course

Tasks Accomplished:

A professional instructor was employed to conduct 16 two-hour rope skipping training sessions for club members in our School from October 2006 to June 2007 on alternate Tuesday. There were 23 club members joining the training. Different levels of training were given to meet the diverse needs of students according to their abilities and performances.

Evaluation and Reflection:

Though our plan asked for a subsidy of instructor's fee for 10 sessions, extra 6 sessions were added. This was because the club members reflected that they wanted to learn more from the instructor and our team members wanted more guidance before their inter-school competition. Thus extra sessions were arranged. Club members enjoyed the training and had good attendance rate of 87%. Their feedbacks were positive and over 96% agreed that they have learnt a lot from the instructor. All of them reflected that they would like to have an instructor helping them during the rope skipping practices.

The new club members were enthusiastic to practice and their skipping skills showed great improvement. The School Team members learnt a lot and worked very hard too. They improved their coordination, skipping skills and created a lot of group tricks under the guidance of the instructor. The School Team won the Merit Award of the Inter-school Rope Skipping Competition 2007 organized by the Hong Kong College of Cardiology, an annual event that our School had been joining for many years.

With the help of the instructor, the teacher-in-charge could have more time to give students individual attention. A better communication between members, committee and instructor was achieved. This also gave chances to the teacher to find out the individual need of students. With the better arrangement for the training, students benefited and enjoyed the rope skipping activities. This could be reflected in the active participation of the inter-class rope skipping competition this year.

Plan for the future:

Since the responses were so good, it was suggested that similar training sessions should be planned for next year. More students could benefit and rope skipping could be more popular in our School.

Expenses:

Resources used from the Additional CEG

Expense	Amount
Professional Instructor's Fee \$300 x 2 hrs x 16 sessions	\$9,600.00
Total:	\$9,600.00

Teacher(s) Responsible:

Mrs. A. Fung

C6. Generic Skills Training Programme for Form 1 Students for NSS

Tasks accomplished:

The professional service was hired from Edvenue to conduct a course on generic skills training to each of the five classes of Form 1.

- Ø Target: All Form 1 students (5 classes)
- Ø Date: September 2006 – June 2007
- Ø Total number of hours: About 11 hours
- Ø Total number of students participated: 200

Evaluation and Reflection:

1. 91% of the students were satisfied with the content of programme. They found that the programme was inspirational, practical and useful.
2. 87% of the students were confident in applying the skills in daily life situations.
3. The majority (81% – 91%) of the students agreed that the tutors were professional, friendly and could explain the concepts and ideas precisely.
4. From teacher observation, it is better to have the programme arranged during normal school days as the students were more active and attentive.

Plan for the Future:

As the programme did help the F.1 students adapt better to the EMI environment, it is suggested the programme should be held again next year.

Expenses:

Resources used from the Additional CEG :

Expense	Amount
Tutor fees, teaching materials and student workbooks (\$13,950 x 5 classes)	\$69,750.00
Total:	\$69,750.00

Teacher(s) Responsible:

Mr. J. Fong (Panel Head of Liberal Studies Department)

C7. Generic Skills Training Programme for Form 1 Students for NSS (2007-08)

Tasks accomplished:

The professional service was hired from Edvenue to conduct a course on generic skills training to each of the five classes of Form 1 (2007-08).

- Ø Target: All Form 1 students of year 2007-08 (5 classes)
- Ø Date: 28, 29 and 30 August 2007
- Ø Total number of hours: About 9 hours in 3 days
- Ø Total number of students participated: 199

Evaluation and Reflection:

1. About 85% of the students were satisfied with the content of programme. They found that the programme was inspirational, practical and useful.
2. About 73% of the students were confident in applying the skills in daily life situations.
3. The majority (about 83%) of the students agreed that the tutors were professional, friendly and could explain the concepts and ideas precisely.
4. From teacher observation, some parts of the programme were a bit difficult for the students, for example, SMART. More examples and consolidation should have been given.

Plan for the Future:

As the programme did help the F.1 students adapt better to the EMI environment, it is suggested the programme should be held again next year.

Expenses:

Resources used from the Additional CEG :

Expense	Amount
Tutor fees, teaching materials and student workbooks	\$30,500.00
Total:	\$30,500.00

Teacher(s) Responsible:

Mr. J. Fong (Panel Head of Liberal Studies Department)
Miss E. Yam (Panel Head of English Department)

C8. Toastmaster Training Programme

Two 8-sessions programmes followed the guideline of the well renowned Toastmasters International organization were planned, one for F3 & F4 students, one for F.6 students, to help them develop leadership, effective communication, presentation and collaborative skills.

Tasks Accomplished:

Only one session was held in late March 2007. The school terminated the programme in view of the fact that the trainer did not live up to students' expectation.

Evaluation and Reflection:

Most of the participants were not satisfied with the way that the trainer delivered the training guideline. Under this circumstance, the school had to terminate the programme before the second session started.

Expenses:

Resources used from the Additional CEG :

Expense	Amount
Payment to the Tutor and training materials 2.5 hrs x 1 session	\$2,922.32
Total:	\$2,922.32

Teacher(s) Responsible:

Mr. C. H. Cheng

C9. Eenglish Bridging Programme for New F.1 Students

Tasks Accomplished:

Native speaking teachers were hired to conduct an English bridging programme for new Form 1 students who did not perform well in the Attainment tests to prepare them for studies in an EMI school in September.

- Ø Date : 20th to 26th July, 2007
- Ø Time: 1.5 hours each
- Ø Total No. of students : 60

Evaluation and Reflection:

- Ø Attendance rate: over 99%.
- Ø A total of 81% of the students found the course live up to their expectations.
- Ø Over 85% of the students found the lessons useful as most students came from Chinese primary schools. Teachers' feedback was very positive, and it was noted that there was quite a wide learners' difference.

Plan for the future:

As the programme did help the F.1 students adapt better to the EMI environment, it is suggested the programme should be held again next year.

Expenses:

Resources used from the Additional CEG

Expense	Amount
Payment for the programme	\$9,000.00
Total:	\$9,000.00

Teacher(s) Responsible:

Miss E. Yam (English Language Panel Head)

St. Paul's Secondary School
Report on the Use of Additional Capacity Enhancement Grant 2006/2007
Summary

	HKD	HKD
A. Relieving teachers of some workload		
A.1 Part-time Teaching Assistants	76,312.50	
A.2 1 Multi-media Learning Coordinator	102,165.00	
Subtotal (A)		178,477.50
B. Enhancement of language proficiency of students		
B.1 Chinese Mind Map Workshop for F.4 and F.6 students	11,200.00	
B.2 中文科 全港性系統評估講座 (為中三全級學生舉辦)	1,800.00	
B.3 中文科 朗讀能力提升計劃 (為中四至中五全級學生舉辦)	35,800.00	
B.4 校園電台普通話節目主持人口才訓練班	3,600.00	
B.5 Additional English Oral training for F.3 students	5,985.00	
B.6 Extra Remedial English for 2D students	3,000.00	
B.7 Oral Practices for Form 5 students	6,750.00	
B.8 Public Speaking Course for F.4 Students	3,600.00	
B.9 Drama Training Workshop Offered by Local Theatre Company for F.1 Students	23,250.00	
B.10 (a) Drama Actualization of Set-text in the Literature in English at the Senior Secondary Level	2,000.00	
(b) Workshop for Teaching Staff on Stress Relief/Muscle Relaxation		
B.11 English Language Facilitator	75,600.00	
Subtotal (B)		172,585.00
C. Meeting the diverse and special needs of students		
C.1 Pastoral Care for Religious Activities	5,100.00	
C.2 Sculpture/Jewelry Design Workshops	10,000.00	
C.3 Glass Making Workshop	1,530.00	
C.4 Badminton training Sessions for Club Members	8,700.00	
C.5 Professional Instructor for Rope-skipping Course	9,600.00	
C.6 Generic Skills Training Program for F.1 students for NSS	69,750.00	
C.7 Generic Skills Training Program for F.1 students for NSS Aug 2007	30,500.00	
C.8 Toastmaster Training Programme	2,922.32	
C.9 Bridging Programme for F.1 students (English)	9,000.00	
Subtotal (C)		147,102.32
GRAND TOTAL		498,164.82

Budget		
	Additional Grant Received for the Year 2006/2007	646,325.00
<u>Less:</u>	Expenditure for the Year 2006/2007	498,164.82
	Surplus for the Year 2006/07	148,160.18
<u>Add:</u>	Surplus B/F from the Year 2005/2006	526,072.83
	Balance for the year 2006/2007	674,233.01