

# **St. Paul's Secondary School**



*Report on the Use of the  
Additional  
Capacity Enhancement Grant  
2007 – 2008*

**St. Paul's Secondary School**

**Report on the Use of Additional Capacity Enhancement Grant**

**2007/2008**

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

### **A.1 1 Full-time and 1 Part-time GM Teachers**

#### **Tasks Accomplished:**

A full-time Mathematics GM teacher and a part-time Chinese Language GM teacher were employed from 1 September 2007 to 31 August 2008 to teach lower forms Mathematics and Chinese Language with an aim to relieve existing teachers from tension, worry and heavy workload so that they could focus on activities related to teaching and learning.

#### **Evaluation and Reflection:**

Since the demands on teachers to attend meetings and seminars had increased, the hiring of these GM teachers did release the pressure on the teachers. However, it had not been easy to recruit suitable GM as such position is on contract and without the promotion or tenure prospect.

#### **Plan for the Future:**

The flexibility to employ GM teachers whenever the need arises would continue in the future.

#### **Expenses:**

Resources used from the Additional CEG :

<b>Expense</b>	<b>Amount</b>
Salaries and MPF for the GM teachers	\$452,835.73
<b>Total:</b>	<b>\$452,835.73</b>

#### **Teacher(s) Responsible:**

Principal and Department Heads

### **A.2 Pastoral and Teaching Assistant**

#### **Task Accomplished:**

A full-time Pastoral and Teaching Assistant was employed to conduct religious instruction classes, organize religious activities and 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. The period of employment was from 1 September 2007 to 31 August 2008.

#### **Evaluation and Reflection:**

- Ø Five students were baptized and sixteen students received the Sacrament of Confirmation in the year.
- Ø Four pilgrimages were organized for both Catholic and non-Catholic students and all received very positive feedback.
- Ø New Mass Liturgy Booklets were compiled
- Ø From teachers' survey, it showed very positive feedback that the Pastoral and Teaching Assistant was helpful and efficient.

#### **Plan for the Future:**

The flexibility to employ Pastoral and Teaching Assistant whenever the need arises would continue in the future.

#### **Expenses:**

Resources used from the Additional CEG :

<b>Expense</b>	<b>Amount</b>
Salary and MPF for the Pastoral and Teaching Assistant	\$112,465.15
<b>Total:</b>	<b>\$112,465.15</b>

#### **Teachers Responsible:**

Mr. J. Fong

### ***A.3 Multi-Media Learning Coordinator***

#### **Task Accomplished:**

A full-time Multi-Media Learning Coordinator was employed from 1 September 2007 to 31 August 2008 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 could focus on developing teaching plans/schedules for the students. Quality of teaching and learning could 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.

#### **Plan for the Future:**

As information technology for interactive learning had been one of the four key tasks in the curriculum development, the need to employ Multi-Media Learning Coordinator would be continued in the future.

#### **Expenses:**

Resources used from the Additional CEG :

<b>Expense</b>	<b>Amount</b>
Salary and MPF for the Multi-Media Learning Coordinator	\$132,300.00
<b>Total:</b>	<b>\$132,300.00</b>

#### **Teacher(s) Responsible:**

Mr. M. Lai

### ***A.4 2 Part-time Teaching Assistants and 1 Office Assistant***

#### **Task Accomplished:**

Two part-time Teaching Assistants (TA) and one Office Assistant (OA) 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.

<b>Staff</b>	<b>Period of Employment</b>
1 part-time Teaching Assistant	2 June 2008 to 31 August 2008
1 part-time Teaching Assistant	26 June 2007 to 31 August 2008
1 full-time Office Assistant	26 February 2008 to 31 August 2008

#### **Evaluation and Reflection:**

Since the demands on teachers to attend meetings and seminars had increased, the hiring of TA and OA did release the pressure on the teachers. However, it had not been easy to recruit suitable TA as such position was on contract without the promotion prospect and the work was rather routine and monotonous.

#### **Plan for the Future:**

The flexibility to employ Teaching Assistant and Office Assistant whenever the need arises would continue in the future.

#### **Expenses:**

Resources used from the Additional CEG :

<b>Expense</b>	<b>Amount</b>
Salaries and MPF for the Teaching Assistants and Office Assistant	\$80,028.47
<b>Total:</b>	<b>\$80,028.47</b>

#### **Teacher(s) Responsible:**

Department Heads

## B. Enhancement of Language Proficiency of the Students

### B.1 中文科思維導圖工作坊

二零零七年十一月至二零零八年一月，聘請校外導師，為中一、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，從而提升同學的語文能力。

#### 推行實況概述：

- Ø 通過聘請校外導師——何嘉華先生，為中一、中四、中六同學，每班舉辦思維導圖工作坊。
- Ø 每班兩節，每節一小時二十分。中一五班、中六三班各於中國語文、中國語文及文化科上課時間，在課室舉行。中四五班則同一時間，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 70%同學認為工作坊能達到他們的期望。
- Ø 80%同學對「思維導圖」有更深入的認識，得以擴闊視野。
- Ø 55%同學認為能幫助提升他們的閱讀能力。
- Ø 70%同學認為能幫助提升他們的表達能力。
- Ø 81%同學認為能提升他們的聯想能力。
- Ø 77%同學認為能提升他們的思考方法。
- Ø 90%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 79%同學同意工作坊的時間長短適中及舉行的時間合適。
- Ø 82%同學對工作坊整體安排感滿意。

##### 二、同學的出席率：

- Ø 中一、中四及中六同學的出席率為100%。

#### 檢討及改善方法：

- Ø 從評估表格及同學的出席率，可見工作坊成效尚算理想。至於提升同學的閱讀能力則成效較遜，只有55%認為能幫助他們。
- Ø 由於工作坊是教導同學一套思考、整理資料的方法，同學需日後貫徹使用，方能真正提升他們的閱讀、表達，以至語文能力，故老師需於日常教學上多加使用，並要求同學多加運用，方見成效。

#### 展望未來：

工作坊應繼續在中一級推行，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。

#### 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

## ***B.2 Additional English Oral Training for Form 3 students***

### **Task Accomplished:**

Experienced native-English speaking tutors were hired from Oxbridge Exams and Training Institution to give workshop and oral practice sessions to Form 3 students during the Easter holidays.

Dates: 27, 28, 29 March 2008.

Total number of students: 99

Attendance: 96% (all absentees were absent because of sickness)

### **Evaluation and Reflection:**

- Ø All of the participants commented that the oral practice and the workshops were inspiring and helpful in enhancing their oral English.
- Ø Students were very eager in participating in the workshop and the oral practice sessions.
- Ø Students reflected that there was not enough time for practice. About a quarter of them expressed their will to lengthen the practice session.

### **Plan for the Future:**

The oral practice training allowed Form 3 students to brush up their spoken English and sharpen their presentation skills. Some of the Form 3 English teachers commented that the course participants demonstrated improvement in their spoken English. It was generally agreed that practice and workshops of such kind should be held again next year, preferably in Easter, which would be just before the actual TSA.

### **Expenses:**

Resources used from the Additional CEG:

<b>Expense</b>	<b>Amount</b>
Payment to the Tutor 18 hrs x 12 sessions	\$3,300.00
<b>Total:</b>	<b>\$3,300.00</b>

### **Teacher(s) Responsible:**

Mr. H.Y. Wong, Miss G. Cheung

## ***B.3 Additional English Oral Training for Form 5 students***

### **Task Accomplished:**

A veteran teacher on public speaking and oral English was hired to give extra oral practices to Form 5 students just before their Oral exams.

Dates: 16<sup>th</sup> and 24<sup>th</sup> June, 2008

Total number of students: 70

Attendance: 100%

### **Evaluation and Reflection:**

- Ø Students' feedback on the practices was extremely positive.
- Ø Most students found the practices very useful. They found the teachers' comments on their performances most useful.
- Ø The majority of the participants requested more and longer 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.

### **Plan for the Future:**

Similar sessions would be held for the coming Form 5 students.

**Expenses:**

Resources used from the Additional CEG:

<b>Expense</b>	<b>Amount</b>
Payment to the Tutor 1.5 hrs x 6 sessions	\$4,050.00
<b>Total:</b>	<b>\$4,050.00</b>

**Teacher Responsible:**

Miss E. Yam (English Language Panel Head)

***B.4 Remedial UE Lessons for Form 6 Students***

**Task Accomplished:**

After the first term exams, a group of weaker students in Form 6 was identified, and extra assistance was offered to help them reach the required standard. An experienced native English teacher was hired to give lessons to these students after school.

Dates: 15, 22, 29 April 2008

6, 13, 20 May 2008

Total number of students: 20

Attendance: Over 90%

**Evaluation and Reflection:**

- 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 analysis of exam papers, e.g. Section C, Section A, etc.
- Ø There was some improvement shown in the results of these students' final examinations.

**Plan for the Future:**

Organization of the course would be determined by the needs of the students.

**Expenses:**

Resources used from the Additional CEG:

<b>Expense</b>	<b>Amount</b>
Payment to the Tutor 1.5 hrs x 6 sessions	\$5,940.00
<b>Total:</b>	<b>\$5,940.00</b>

**Teacher Responsible:**

Miss E. Yam (English Language Panel Head)

***B.5 Additional English Oral Training for Form 7 Students***

**Task Accomplished:**

Native English teachers who were familiar with the HKAL Oral exams were hired to give extra oral practices to Form 7 students to brush up their performances for their Oral exams.

Dates: 28, 29, 30 April 2008

Total number of students: 70

Attendance: 100%

**Evaluation and Reflection:**

- Ø Students' feedback on the practices was very encouraging.
- Ø The tutors gave very positive comments to students, and participants' confidence was boosted. This prepared them well for their Oral exams which followed the practices immediately.
- Ø The tutors were able to give very specific tips on how to improve in the exams.
- Ø The majority of the participants requested more and longer sessions.

**Plan for the Future:**

Similar sessions would be held next year.

**Expenses:**

Resources used from the Additional CEG:

<b>Expense</b>	<b>Amount</b>
Payment to the Tutor from Oxbridge	\$1,650.00
Payment for A-Level UE Oral Preparation Course 2 hrs x 6 sessions 1 hr x 3 sessions	\$5,760.00
<b>Total:</b>	<b>\$7,410.00</b>

**Teacher Responsible:**

Miss E. Yam (English Language Panel Head)

## C. Meeting the diverse needs of students

### C.1 Artwork Booklet of Form 1 Students Works

#### Tasks Accomplished:

The best 150 works from Form one students were compiled and printed into a booklet. Each of the students involved got 10 copies so that they could show their friends and keep as a portfolio for school years later.

#### Evaluation and Reflection:

The workload on the teachers was demanding but worthwhile.

#### Expenses:

Resources used from the Additional CEG:

Expense	Amount
Printing cost	\$13,100.00
<b>Total:</b>	<b>\$13,100.00</b>

#### Teacher Responsible:

Mr. E. Cheung

### C.2 Professional Instructor for Badminton Training

#### Tasks Accomplished:

A professional instructor was employed to conduct 16.5 two-hour badminton training sessions for club members from September 2007 to May 2008 on Thursdays in Wong Nai Chung Sports Centre. There were 20 ordinary club members and 12 school team members joining the training. The training was given according to students' abilities and performances.

#### Evaluation and Reflection:

- Ø We planned to have 15 sessions but an extra 1.5 sessions were added because our school team members wanted to be better prepared for the Inter-school Badminton Competition.
- Ø All participants enjoyed the training and had good attendance rate of 84.4%.
- Ø All of their feedback were positive and agreed that they had learned a lot from the instructor. All would join the training next year if they had a similar instructor helping them.
- Ø The new team members showed better improvement especially for double team skills. Our B Grade team won the 3<sup>rd</sup> Runner-up in the Final Round of the Division One (HK Area) in the Inter-school Badminton Competition 2008 after their hard work in the continuous training.
- Ø 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. Students were highly motivated to learn and their team spirit was also enhanced.

#### Plan for the Future:

Since the responses were so good, it was suggested that similar training sessions should be planned for next year. CEG should be applied to cover the instructor's fee so that students needed not pay for the training. More students could benefit and the game could be more popular in our School

**Expenses:**

Resources used from the Additional CEG:

<b>Expense</b>	<b>Amount</b>
Professional instructor fee	
\$300 x 2 hrs x 16 sessions	\$9,600.00
\$300 x 1 hr x 1 session	\$300.00
<b>Total:</b>	<b>\$9,900.00</b>

**Teacher Responsible:**

Mrs. A. Fung

***C.3 Professional instructor for Rope-skipping Course***

**Tasks Accomplished:**

A professional instructor was employed to conduct 15.5 two-hour rope skipping training sessions for all club members in our School from October 2007 to May 2008 every Tuesday. There were 30 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:**

- Ø Club members reflected that they had learned a lot from the instructor and our team members improved a lot under the guidance of the instructor. They were better prepared before their inter-school competition.
- Ø Club members enjoyed the training and had good attendance rate of 71.7%. Some dropped out in the second term because of their heavy study workload. However there were new members being attracted to join in to prepare the inter-class rope skipping competition. All of their feedback was positive and they all wished to have an instructor helping them during the rope skipping practices.
- Ø The new club members were enthusiastic to practise and their skipping skills showed great improvement. The School Team members improved their coordination, skipping skills and created a lot of new group tricks. They won the Merit Award of the Inter-school Rope Skipping Competition 2008 organized by the Hong Kong College of Cardiology, an annual event that our School had joined for 10 years.
- Ø 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. Students were better motivated and enjoyed the rope skipping activities. This could also 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. CEG should be applied to cover the instructor's fee. If students needed not pay for the training, more students could benefit from the rope skipping activities.

**Expenses:**

Resources used from the Additional CEG:

<b>Expense</b>	<b>Amount</b>
Professional Instructor's Fee	
\$300 x 2 hrs x 15 sessions	\$9,300.00
\$300 x 1 hr x 1 session	
<b>Total:</b>	<b>\$9,300.00</b>

**Teacher Responsible:**

Mrs. A. Fung

#### ***C.4 Professional instructor for Sports Leader Training Course***

##### **Tasks Accomplished:**

Our School organized the Sports Captain Administration Programme for our sports captains, sports clubs committee and school team members with the help of the LCSD. Professional instructors came to conduct two 4-hour training sessions for 95 participants on 6 October 2007. One session trained their leadership and voluntary work skills and the other for the organization of sports competitions.

##### **Evaluation and Reflection:**

- Ø The course was well structured with games and problem solving tasks, sharing and debriefing at the end. Communication and collaborative learning skills were enhanced.
- Ø We had a good participation rate of 95%. 85.8% of participants agreed that they had learned leadership skills from the course.
- Ø 77.7% of the participants thought the programme was useful to them and 94% of them would use the skills learned in their club activities in the future. The feedback from the students and teacher-in-charge was positive and encouraging.

##### **Plan for the Future:**

A whole day course should be organized because students could have more sharing and more games could be played. Similar course could be held twice a year to train more leaders from the junior form students so as to reduce the workload of the senior form students.

##### **Expenses:**

Resources used from the Additional CEG:

<b>Expense</b>	<b>Amount</b>
Course Fee	\$4,000.00
<b>Total:</b>	<b>\$4,000.00</b>

##### **Teacher Responsible:**

Mrs. A. Fung

#### ***C.5 Career Workshop for Form 7 Students (Interview Skills)***

#### ***C.6 Career Workshop for Form 7 Students (JUPAS)***

##### **Task Accomplished:**

Experienced social workers of HKFYG were hired to organize a talk on Life Planning for all Form 6 and 7 students, a workshop on University Programme Choice and a workshop on Interview Skills for all Form 7 students.

Activity: Talk on Life Planning

Date: 4 October 2007

Total No. of Students: 137 (Form 6 + Form 7)

Attendance: 100%

Activity: Workshop in University Programme Choice

Date: 15 October 2007

Total No. of Students: 79 (Form 7)

Attendance: 100%

Activity: Workshop on Interview Skills and Dress Code for Interview

Date: 2 November 2007

Total No. of Students: 79 (Form 7)

Attendance: 100%

### **Evaluation and Reflection:**

1. The Talk on Life Planning for Form 6 and 7

The response was very positive. Over 97% found it very interactive, interesting and useful. The talk should be longer. Around 86% of the students agreed (or strongly agreed) that early life planning was important. Over 75% of the students would take action to plan their future as soon as possible and would study hard to pursue life goals.

2. The Workshop on University Programme Choice for Form 7

About 97% of students found the workshop useful, interesting and lively. They would like to have handout and more time for discussing on the topic “job-seeking”. Near 80% of the students knew more about their personal strengths and would study hard to pursue their life goals. About 73% of them agreed (or strongly agreed) that early life planning was important. However, only a bit more than half (54%) of them had idea of what programme should be enrolled in university.

3. Workshop on Interview Skills and Dress Code for Interview for Form 7

The programme was running smoothly but a bit over time. Most teachers agreed that the collaboration was effective in enhancing the interview skills. According to the survey results, 94% of the students agreed that the programme was interesting and they had learned something they could not learn in the classroom. It was very encouraging that 100% of the students found the workshop very useful.

### **Plan for Future:**

Since nearly all students found the programmes very helpful and interesting, it was decided that such practices would be held again this coming October 2008.

### **Expenses:**

Resources used from the Additional CEG:

<b>Expense</b>	<b>Amount</b>
Talk on Life Planning (1 hour)	\$600.00
Workshop on Interview Skills and Dress Code for Interview 1 <sup>st</sup> Session: Talk (Dress Code) 2 <sup>nd</sup> Session: Mock Interview (8 Groups) (\$600 x 8 groups)	\$5,400.00
Workshop on University Programme Choice: (\$600 x 2 sessions)	\$1,200.00
<b>Total:</b>	<b>\$7,200.00</b>

### **Teacher Responsible:**

Ms. W. T. Chan

## ***C.7 Generic Skills Training Programme for Form 6 and 7 Students***

### **Task Accomplished:**

The professional service was hired from Edvenue to conduct a course on generic skills training (8 double lessons in total, including 2 in Form 7 and 6 in Form 6, spreading out from October 2007 to May 2008) to each of the three classes in Form 6 and Form 7.

### **Evaluation and Reflection:**

- Ø 88% of the students were satisfied with the content of programme. They found that the programme was inspirational, practical and useful.
- Ø 83% of the students were confident in applying the skills in daily life situations.
- Ø The majority of (81% – 91%) of the students agreed that the tutors were professional, friendly and could explain the concepts and ideas precisely.

**Plan for Future:**

From teachers' observation, it was recommended that the programme should not be conducted next year as the content of the course did not meet our expectations. It was a bit too simple and did not really match the LS curriculum.

**Expenses:**

Resources used from the Additional CEG:

<b>Expense</b>	<b>Amount</b>
Tutor fees, teaching materials and student workbook	\$42,930.00
<b>Total:</b>	<b>\$42,930.00</b>

**Teacher Responsible:**

Mr. J. Fong

**St. Paul's Secondary School**  
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**Summary**

	<b>HKD</b>	<b>HKD</b>
<b>A. Relieving teachers of some workload</b>		
A.1 1 Full-time and 1 Part-time GM Teachers	452,835.73	
A.2 1 Pastoral and Teaching Assistant	112,465.15	
A.3 Multi-media Learning Coordinator	132,300.00	
A.4 2 Part-time Teaching Assistant and 1 Full-time Office Assistant	80,028.47	
<b>Subtotal (A)</b>		777,629.35
 <b>B. Enhancement of language proficiency of students</b>		
B.1 中文科 思維導圖 (Mind Map) 工作坊	22,400.00	
B.2 Additional English Oral Training for Form 3 Students	3,300.00	
B.3 Additional English Oral Training for Form 5 students	4,050.00	
B.4 Remedial UE Lessons for Form 6 students	5,940.00	
B.5 Additional English Oral Training for Form 7 students	7,410.00	
<b>Subtotal (B)</b>		43,100.00
 <b>C. Meeting the diverse and special needs of students</b>		
C.1 Artwork Booklet of Form 1 Students Works	13,100.00	
C.2 Professional Instructor for Badminton Training	9,900.00	
C.3 Professional Instructor for Rope-Skipping Course	9,300.00	
C.4 Professional Instructor for Sports Leader Training Course	4,000.00	
C.5 Career Workshop for Form 7 Students (Interview Skills)	5,400.00	
C.6 Career Workshop for Form 7 Students (JUPAS)	1,800.00	
C.7 Critical Thinking Skills Training Programme for Form 6	42,930.00	
<b>Subtotal (C)</b>		86,430.00
<b>GRAND TOTAL</b>		<b>907,159.35</b>

<b>Budget</b>		
	Additional Grant Received for the Year 2007/2008	654,732.00
<u>Less:</u>	<b>Expenditure for the Year 2007/2008</b>	<b>907,159.35</b>
	Deficit for the Year 2007/08	(252,427.35)
<u>Add:</u>	Surplus B/F from the Year 2006/2007	674,233.01
	<b>Balance for the year 2007/2008</b>	<b>421,805.66</b>