

# St. Paul's Secondary School



## *Plan on the Use of the Capacity Enhancement Grant 2008 – 2009*

*At the Staff Meeting towards the end of last academic year, teachers are invited to give their proposed plans on the use of Capacity Enhancement Grant for 2008/2009. At the beginning of the academic year 2008/2009, they are reminded to do so before 8 September 2008. 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 Capacity Enhancement Grant 2008/2009**  
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**St. Paul's Secondary School**  
**Plan on Use of Additional Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	A. Relieving teachers of some workload	
<b>Major Area(s) of Concern</b>	Teachers can focus on activities related to teaching and learning	
<b>Strategies/Tasks</b>	<b>To Employ 2 Full-time and 1 Part-time GM Teachers</b> To employ two full-time GM teachers to teach Mathematics and English, one part-time GM teacher to teach Chinese Language.	
<b>Benefits Anticipated</b>	To relieve existing teachers from tension, worry and heavy workload	
<b>Time Scale</b>	September 2008 to August 2009.	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	2 Full-time GM + 1 Part-time GM (Salaries + 5% MPFs)	\$836,483
	<b>Total</b>	<b>\$836,483</b>
<b>Success Criteria</b>	Over 70% of teachers found the GMs helpful	
<b>Method(s) of Evaluation</b>	1. Lesson observation 2. Performance appraisal of the teachers.	
<b>Teacher(s) Responsible</b>	Department Heads	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	A. To relieve teachers of some workload	
<b>Major Area(s) of Concern</b>	Teachers can focus on activities related to teaching and learning	
<b>Strategies/Tasks</b>	<b>To Employ 2 Teaching Assistants and 1 Office Assistant</b> To do clerical work of typing minutes, reports, data entry for evaluation and assessments, collecting and sorting teaching materials.	
<b>Benefits Anticipated</b>	To relieve existing teachers from tension, worry and heavy workload	
<b>Time Scale</b>	September 2008 to August 2009.	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	2 TAs + 1 OA (Salaries + 5% MPFs)	\$364,875
	<b>Total</b>	<b>\$364,875</b>
<b>Success Criteria</b>	<ol style="list-style-type: none"> <li>1. Over 70% of teachers found the teacher assistants helpful</li> <li>2. Some of the burdens of the teachers relieved</li> </ol>	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>1. Performance appraisal of the employee.</li> <li>2. Feedback from teachers.</li> </ol>	
<b>Teacher(s) Responsible</b>	Department Heads	

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<b>Task Area</b>	A. Relieving teachers of some workload	
<b>Major Area(s) of Concern</b>	Teachers can focus on activities related to teaching and learning	
<b>Strategies/Tasks</b>	<b>To Employ a Multi-media Learning Coordinator</b> 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.	
<b>Benefits Anticipated</b>	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.	
<b>Time Scale</b>	September 2008 to August 2009.	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Multi-media Learning Coordinator (Salary + 5% MPF)	\$151,200
	<b>Total</b>	<b>\$151,200</b>
<b>Success Criteria</b>	1. Some of the burdens of the teachers relieved. 2. Quality of teaching and learning improved	
<b>Method(s) of Evaluation</b>	1. Performance appraisal of the employee. 2. Feedback from teachers. 3. Feedback from students	
<b>Teacher(s) Responsible</b>	Mr. M. Lai	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	A. Relieving teachers of some workload C. Meeting diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	1. To provide tutorial classes for the low achievers in mathematics throughout the academic year. 2. To provide enrichment courses for the high achievers in mathematics throughout the academic year	
<b>Strategies/Tasks</b>	<b>Mathematics Facilitator for Tutorial and Training Classes</b>  1. <b>Mathematics tutorial classes for junior-form students</b> To provide tutorial classes for junior-form students during the lunchtime and after school. Small class size of 15 will be adopted.  2. <b>Mathematics training courses for high achievers</b> To provide enrichment courses for high achievers on Saturday morning. Small class size of 10 will be adopted.	
<b>Benefits Anticipated</b>	1. Academic performance of the low achievers in mathematics is improved. 2. Junior-form Mathematics teachers can focus on developing teaching plans/ schedules for other students. 3. A high-achieving culture is fostered.	
<b>Time Scale</b>	September 2008 to August 2009	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Mathematics Facilitator (Salary + 5% MPF)	\$157,040
	<b>Total</b>	<b>\$157,040</b>
<b>Success Criteria</b>	1. Confidence in Mathematics is built up. 2. A high-achieving culture is fostered. 3. Over 80% of attendance	
<b>Method(s) of Evaluation</b>	1. Evaluation and feedback from students 2. Feedback from teachers	
<b>Teacher(s) Responsible</b>	Mr. T. S. Yuen	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	A. Relieving teachers of some workload C. Meeting diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	1. To pursue a high-achieving school culture 2. To meet the spiritual needs of the students	
<b>Strategies/Tasks</b>	<b>To Employ a Religious Activity Coordinator</b> 1. To give religious instruction classes for the students. 2. To organize religious activities.	
<b>Benefits Anticipated</b>	Teachers can focus on developing teaching plans/schedules for the students.	
<b>Time Scale</b>	October 2008 to May 2009	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Religious Activity Coordinator (Salary + 5% MPF)	\$56,700
	<b>Total</b>	<b>\$56,700</b>
<b>Success Criteria</b>	1. Participating students are able to understand more about God and the Catholic Church. 2. Teachers workload is relieved	
<b>Method(s) of Evaluation</b>	1. Performance appraisal of the employee. 2. Feedback from teachers.	
<b>Teacher(s) Responsible</b>	Mr. J. Fong	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	A. Relieving teachers of some workload	
<b>Major Area(s) of Concern</b>	Teachers can focus on activities related to teaching and learning.	
<b>Strategies/Tasks</b>	<b>To Employ Examination Invigilators or Casual Supply Teachers</b>	
	To employ examination invigilators or casual supply teachers to alleviate teachers from substitution or supervision of students when the need arises.	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. Teachers can focus on developing teaching plans/schedules for the students.</li> <li>2. To ease extra burden on teachers to substitute for their colleagues attending seminars or meetings.</li> </ol>	
<b>Time Scale</b>	September 2008 to July 2009	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Examination invigilators or casual supply teachers	\$30,000
	<b>Total</b>	<b>\$30,000</b>
<b>Success Criteria</b>	Over 75% of teachers found the examination invigilators or casual supply teachers helpful.	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>1. Performance appraisal on the employee.</li> <li>2. Feedback from teachers.</li> </ol>	
<b>Teacher(s) Responsible</b>	Mr. T. S. Yuen	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	A. Relieving teachers of some workload B. Meeting diverse and special needs of students	
<b>Major Area(s) of Concern</b>	1. Teachers' administrative workload will be reduced. 2. Students can further enhance their skills in <ul style="list-style-type: none"> <li>I Leadership</li> <li>I Effective communication</li> <li>I Presentation</li> <li>I Collaboration</li> <li>I Team-work</li> </ul>	
<b>Strategies/Tasks</b>	<b>To Employ Prefects / Students as Student Ambassadors for Form One Registration</b>  To employ prefects/students as Student Ambassadors to ensure the smooth running of the registration process in July 2009.	
<b>Benefits Anticipated</b>	1. Registration process will be efficiently and effectively carried out. 2. Students would gain a valuable learning opportunity to better enhance their personal development.	
<b>Time Scale</b>	9 <sup>th</sup> and 10 <sup>th</sup> July 2009	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	\$50 per student per session 9 <sup>th</sup> July 2009 – 2 sessions (am and pm) 10 <sup>th</sup> July 2009 – 1 session (am only) Total – 3 sessions Total – 170 Student Ambassadors (student counts)	\$8,550
	Stationery	\$150
	<b>Total</b>	<b>\$ 8,700</b>
<b>Success Criteria</b>	1. Workload of teachers reduced by 50% 2. Over 80% positive response from Student Ambassadors	
<b>Method(s) of Evaluation</b>	1. Feedback from students 2. Feedback from teachers	
<b>Teacher(s) Responsible</b>	Mrs. I. V. Chin	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	B. 提升學生的語文能力 C. 照顧個別學習差異的學生	
<b>Major Area(s) of Concern</b>	提升學生的中文寫作能力及興趣	
<b>Strategies/Tasks</b>	中文科 中文寫作坊  聘請導師為中二及中三同學，舉辦六節中文寫作坊，每節一小時三十分，於放學後進行。每節學生約 25 人。	
<b>Benefits Anticipated</b>	1. 提升學生的寫作能力、思考能力。 2. 增進學生對中文寫作的興趣。	
<b>Time Scale</b>	二零零八年十一月至二零零九年五月	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	聘請導師	\$18,000
	<b>Total</b>	<b>\$18,000</b>
<b>Success Criteria</b>	1. 70%學生認同寫作班能提升他們的寫作技巧 2. 70%出席率	
<b>Method(s) of Evaluation</b>	1. 問卷調查 2. 學生的出席率	
<b>Teacher(s) Responsible</b>	區建雯老師	

**St. Paul's Secondary School**  
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<b>Task Area</b>	B. Enhancing language proficiency of students C. Meeting diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	1. Providing more opportunities for F.3 students to practise their oral English. 2. Preparing F.3 students for the TSA English speaking component.	
<b>Strategies/Tasks</b>	<b>Oral Workshop for Form 3 Students</b>  An experienced and professional instructor will be hired to conduct the workshop.	
<b>Benefits Anticipated</b>	1. Students will have more opportunities to practise their speaking skills. 2. They are more prepared for TSA English speaking component. 3. The diverse needs of the high achievers and low achievers can be catered for in the group interaction setting.	
<b>Time Scale</b>	During the Easter holidays 2009	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Payment to the tutor (Approximately 3 x 2-hour lessons)	\$4,000
	<b>Total</b>	<b>\$4,000</b>
<b>Success Criteria</b>	70% of the participants find the workshop useful.	
<b>Method(s) of Evaluation</b>	Evaluation forms given at the end of the workshop.	
<b>Teacher(s) Responsible</b>	Mr. H. Y. Wong	

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<b>Task Area</b>	C. Meeting diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	<ol style="list-style-type: none"> <li>1. Students' collaborative learning and thinking skills</li> <li>2. Students' cooperation, persistence and creativity in modern dance training</li> </ol>	
<b>Strategies/Tasks</b>	<p><b>Professional Instructor for the Dance Club (Modern Dance)</b></p> <p>A professional modern dance instructor will be employed to conduct ten 2-hour modern training lessons for modern dance team members to prepare for the Dance Festival and dance performance in various school functions.</p>	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. Improvement in modern dance skills for the modern dance team members</li> <li>2. More students will be motivated to learn modern dance under the training provided by a professional instructor.</li> <li>3. Improvement in performances in the Dance Festival and school functions</li> </ol>	
<b>Time Scale</b>	September 2008 to July 2009	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Payment to the instructor (\$400 x 2 hrs x 10 lessons)	\$8,000
	Costumes for performances	\$3,000
	Traveling allowance for performances	\$1,000
	Cosmetics and accessories	\$500
	<b>Total</b>	<b>\$12,500</b>
<b>Success Criteria</b>	<ol style="list-style-type: none"> <li>1. Participation rate improved</li> <li>2. 90% participants have positive response</li> <li>3. Competition results improved</li> </ol>	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>1. Attendance record</li> <li>2. Competition results</li> <li>3. Feedback from students and instructor</li> </ol>	
<b>Teacher(s) Responsible</b>	Miss C. Tang	

**St. Paul's Secondary School**  
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<b>Task Area</b>	C. Meeting diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	<ol style="list-style-type: none"> <li>1. To promote dance culture in school</li> <li>2. To help students improve their performance in dance competitions</li> </ol>	
<b>Strategies/Tasks</b>	<p><b>Professional Instructor for the Dance Club (National Dance)</b></p> <p>A professional national dance instructor will be employed to provide extra training for fifteen F.1 to F.4 national dance team members to prepare for the Dance Festival and the dance performance in the Inter-class Dance Competition and school functions.</p>	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. To enhance students' aesthetic appreciation</li> <li>2. To foster and reinforce team spirit</li> <li>3. To improve dance skills and have good preparation for the Dance Festival, the Inter-class Dance Competition and school functions.</li> </ol>	
<b>Time Scale</b>	October 2008 – July 2009	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Payment to the professional instructor (\$500 x 2 hrs x 8 lessons)	\$8,000
	Costumes for performances	\$10,000
	Traveling allowance for performances	\$1,000
	Cosmetics and accessories	\$500
	<b>Total</b>	<b>\$19,500</b>
<b>Success Criteria</b>	<ol style="list-style-type: none"> <li>1. 80% of attendance rate</li> <li>2. Commended Award or above can be obtained.</li> </ol>	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>1. Attendance record</li> <li>2. Feedback from students and dance teacher.</li> <li>3. Competitions results and comments from adjudicators</li> </ol>	
<b>Teacher(s) Responsible</b>	Miss C. Tang	

**St. Paul's Secondary School**  
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<b>Task Area</b>	Meeting diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	<ol style="list-style-type: none"> <li>To promote oriental dance in school</li> <li>To raise students' interest in learning oriental dance.</li> </ol>	
<b>Strategies/Tasks</b>	<p><b>Professional Instructor for the Dance Club (Oriental Dance)</b></p> <p>A professional oriental dance teacher will be hired to provide extra training for ten F.1 to F.4 oriental dance team members to prepare for the Dance Festival and the dance performance in the Inter-class Dance Competition and school functions.</p>	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>Students enjoy learning oriental dance.</li> <li>To improve dance skills and have good preparation for the Dance Festival, the Inter-class Dance Competition and school functions.</li> <li>Improvement in dance performances can be shown.</li> </ol>	
<b>Time Scale</b>	October 2008 –July 2009	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Payment to the professional instructor (\$500 x 2 hrs x 8 lessons)	\$8,000
	Costumes for performances	\$5,000
	Traveling allowance for performances	\$1,000
	Cosmetics and accessories	\$500
	<b>Total</b>	<b>\$14,500</b>
<b>Success Criteria</b>	<ol style="list-style-type: none"> <li>80% of attendance rate</li> <li>Commended Award or above can be obtained</li> </ol>	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>Attendance record</li> <li>Feedback from students and dance teacher.</li> </ol>	
<b>Teacher(s) Responsible</b>	Miss C. Tang	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	A. Relieving teachers of some workload C. Meeting diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	1. Students' collaborative learning and thinking skills 2. Students' cooperation, persistence and accuracy in badminton competition	
<b>Strategies/Tasks</b>	<b>Professional Instructor for Badminton Training</b> 1. Professional instructors will be employed to conduct sixteen 2-hour badminton training sessions for club members. 2. Different levels of training will be given according to students' abilities and performances.	
<b>Benefits Anticipated</b>	1. Improvement in badminton skills especially for school team members 2. More students will be motivated to play badminton under the training provided by a professional instructor. 3. Teacher-in-charge will have more time for individual instruction for students.	
<b>Time Scale</b>	September 2008 to May 2009	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Payment to the professional instructor (\$300 x 2 hrs x 16 lessons)	\$9,600
	<b>Total</b>	<b>\$9,600</b>
<b>Success Criteria</b>	1. Participation rate improved 2. 90% of the participants have positive feedback. 3. Competition results improved	
<b>Method(s) of Evaluation</b>	1. Attendance record 2. Evaluation forms and reports 3. Competition results and instructor's comments	
<b>Teacher(s) Responsible</b>	Miss C. Tang	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	A. Relieving teachers of some workload C. Meeting diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	1. Students' collaborative learning and thinking skills 2. Students' cooperation, persistence and accuracy in basketball competition	
<b>Strategies/Tasks</b>	<b>Professional Instructor for Basketball Training</b> 1. Professional instructors will be employed to conduct thirty-six 2-hour basketball training sessions for club members. 2. Different levels of training will be given according to students' abilities and performances.	
<b>Benefits Anticipated</b>	1. Improvement in basketball skills especially for school team members 2. More students will be motivated to play basketball under the training provided by a professional instructor. 3. Teacher-in-charge will have more time for individual instruction for students.	
<b>Time Scale</b>	September 2008 to August 2009	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Payment to the professional instructor (\$250 x 2 hrs x 36 lessons)	\$18,000
	<b>Total</b>	<b>\$18,000</b>
<b>Success Criteria</b>	1. Participation rate improved 2. 90% of the participants have positive feedback 3. Competition results improved	
<b>Method(s) of Evaluation</b>	1. Attendance record 2. Evaluation forms and reports 3. Competition results and instructor's comments	
<b>Teacher(s) Responsible</b>	Mr. J. Leung	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	A. Relieving teachers of some workload C. Meeting diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	1. Students' collaborative learning and communication skills 2. Training students to be persistent and creative through rope skipping	
<b>Strategies/Tasks</b>	<b>Professional Instructor for Rope-skipping Course</b> 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	
<b>Benefits Anticipated</b>	1. Improvement in rope skipping skills especially for school team members 2. Students enjoy rope skipping and develop their creativity through training. 3. Teacher-in-charge will have more time for individual instruction for students.	
<b>Time Scale</b>	October 2008 to May 2009	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Payment to the professional instructor  (\$300 x 2 hrs x 16 lessons)	\$9,600
	<b>Total</b>	<b>\$9,600</b>
<b>Success Criteria</b>	1. Participation rate improved 2. 90% of the participants have positive feedback. 3. Competition results improved	
<b>Method(s) of Evaluation</b>	1. Attendance record 2. Evaluation forms and reports 3. Competitions results and comments from adjudicators	
<b>Teacher(s) Responsible</b>	Miss C. Mak	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	C. To meet diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	<ol style="list-style-type: none"> <li>1. To enhance students' vocal training</li> <li>2. To build up students' self-esteem</li> <li>3. To build up team spirit, sense of belonging and sense of achievement.</li> </ol>	
<b>Strategies/Tasks</b>	<p><b>Professional Conductor for School Choirs</b></p> <p>To hire one professional conductor to conduct and train the school Choirs. Our targets include 100 students from all forms (Junior and Senior choirs). The 6-month (Oct-Mar) practice will be held every Tuesday, Wednesday, and Friday during lunchtime (1 hour) and Monday after school (1.5 hour).</p>	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. To build up students' self-esteem and confidence</li> <li>2. To build up team spirit</li> <li>3. To learn more about music and self management through intensive musical training</li> </ol>	
<b>Time Scale</b>	October 2008 to March 2009	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Payment to the professional conductor (\$400 x 80 hrs)	\$32,000
	<b>Total</b>	<b>\$32,000</b>
<b>Success Criteria</b>	85% attendance rate for each student	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>1. Attendance record of all Choir members</li> <li>2. Conductor's and teacher's evaluation report on members</li> </ol>	
<b>Teacher(s) Responsible</b>	Ms. W. Kam and Miss Alison Leung	

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<b>Task Area</b>	C. To meet diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	<ol style="list-style-type: none"> <li>1. To enhance students' musical training</li> <li>2. To build up students' self-esteem</li> <li>3. To build up team spirit, sense of belonging and sense of achievement.</li> </ol>	
<b>Strategies/Tasks</b>	<p><b>Professional Conductor for School Orchestra</b></p> <p>To hire one professional conductor to conduct and train the school orchestral members. Our targets include 90 students from all forms and new F.1 students are encouraged to join the orchestra. The 12-month practice will be held every Thursday for three hours during lunch (one hour) and after school (two hours).</p>	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. To build up students' self-esteem and confidence</li> <li>2. To build up team spirit</li> <li>3. To learn more about music and self management through intensive musical training</li> </ol>	
<b>Time Scale</b>	September 2008 to August 2009	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Payment to the professional conductor	\$75,000
	(\$500 x 150 hrs)	
	<b>Total</b>	<b>\$75,000</b>
<b>Success Criteria</b>	85% attendance rate for each student	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>1. Attendance record of all orchestra members</li> <li>2. Conductor's and teacher's evaluation report on the members</li> </ol>	
<b>Teacher(s) Responsible</b>	Ms. W. Kam and Mr. Tse Luen Wah	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	C. 照顧個別學習差異的學生	
<b>Major Area(s) of Concern</b>	認識粵劇的精妙，從優美的曲詞去領略中國文化和藝術，從而瞭解及尊重自己的傳統本土文化。	
<b>Strategies/Tasks</b>	<b>粵劇粵曲班</b> 聘請導師教授粵劇粵曲班，每星期一次，每次 1.5 小時，預計整個課程 共 20 個星期，共需 30 小時。	
<b>Benefits Anticipated</b>	1. 在過去一年的粵曲班中，同學們從初接觸到認識粵劇藝術，不但培養出濃厚的興趣，對於粵劇基本演唱技巧方面，亦有顯著的進步。 2. 從聽、唱、做手的訓練中，了解粵劇基本演唱技巧、基本身段和台步，使對中國戲曲的認識有所加強。 3. 從優美的粵劇曲詞去領略中國文化和藝術，更從瞭解而尊重自己的傳統本土文化。	
<b>Time Scale</b>	二零零八年十月至二零零九五月	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	聘請導師	\$16,000
	<b>Total</b>	<b>\$16,000</b>
<b>Success Criteria</b>	1. 學生的出席率最少有 80%。 2. 完成課程後，同學能單獨演唱所教授的曲目，並順利完成戲曲訓練班結業演出。	
<b>Method(s) of Evaluation</b>	1. 學生完成整個課程後，需填寫一份有關是次活動的意見調查表。 2. 課外活動評估表。 3. 學生出席率。 4. 舉辦結業校內演出。	
<b>Teacher(s) Responsible</b>	譚伊薇老師	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	C. Meeting diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	<ol style="list-style-type: none"> <li>1. To nurture the aesthetic sense</li> <li>2. To raise students' interest in learning ceramics.</li> </ol>	
<b>Strategies/Tasks</b>	<p><b>Instructor for the Raku ( 樂燒 ) Workshop</b></p> <p>The Art Department will hire Mr. K.S. Chan as the tutor to conduct two workshops at his studio at Fo Tan. The workshop will include art creation, discussions, sharing and appreciation.</p>	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. Students enjoy learning ceramics.</li> <li>2. Students build up interest in art.</li> <li>3. Students develop the aesthetic sense.</li> <li>4. Students build up vision of arts.</li> <li>5. Students develop generic skills through art creation.</li> <li>6. Students understand various art materials.</li> </ol>	
<b>Time Scale</b>	Two Fridays in November and December 2008 respectively	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Workshop Fee  (\$1,750 x 2 workshops)	\$3,500
	<b>Total</b>	<b>\$3,500</b>
<b>Success Criteria</b>	Over 70% of the participants give positive response.	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>1. Attendance record</li> <li>2. Feedback from students and tutor</li> </ol>	
<b>Teacher(s) Responsible</b>	Ms. S. Chiang	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	A. Meeting diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	<ol style="list-style-type: none"> <li>1. Providing students with an opportunity to learn some skills related to drama.</li> <li>2. Preparing students for the Verse and Play Competition in the 2nd term.</li> </ol>	
<b>Strategies/Tasks</b>	<b>Script-writing / Acting Workshops for F.2 and F.3 Students</b> An experienced and professional instructor will be hired to conduct the workshops.	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. Students will know more about script-writing/ acting skills;</li> <li>2. They are more prepared for the Verse and Play Competition;</li> <li>3. F.2 and 3 teachers will be relieved of some workload.</li> </ol>	
<b>Time Scale</b>	October to November 2008	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Payment to the tutor  (8 x 2 hours x 2 workshops)	\$20,000
	<b>Total</b>	<b>\$20,000</b>
<b>Success Criteria</b>	70% of the participants find the workshop useful.	
<b>Method(s) of Evaluation</b>	Evaluation forms at the end of the workshops	
<b>Teacher(s) Responsible</b>	Mr. H. Y. Wong and Miss P. Wai	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	C. Meeting diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	To equip the students with good leadership, organizing and time management skills	
<b>Strategies/Tasks</b>	<p><b>Leadership Training Workshop for F.6 Students and School Prefects</b></p> <p>To organize a one-day workshop to provide training for all F.6 students (2008-09) and school prefects.</p>	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. To help the participants understand the roles and characters of a leader.</li> <li>2. To strengthen the participants' self-confidence</li> <li>3. To enhance the participants' skills in human relationship.</li> <li>4. To enhance the participants' skills in conflict management.</li> </ol>	
<b>Time Scale</b>	February 2009 and late August 2009	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Payment to the speakers/ program facilitator	\$25,000
	<b>Total</b>	<b>\$25,000</b>
<b>Success Criteria</b>	Over 70% of the participants respond positively.	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>1. Evaluation and feedback from students</li> <li>2. Feedback from teachers</li> </ol>	
<b>Teacher(s) Responsible</b>	Mrs. J. Li and Mrs. A. Lam	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	C. Meeting diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	<ol style="list-style-type: none"> <li>1. To learn interview skills.</li> <li>2. To provide mock interviews of university programmes.</li> </ol>	
<b>Strategies/Tasks</b>	<p><b>Career Workshop for Form 7 Students (Interview Skills)</b></p> <p>To hire social workers from an institute to conduct a workshop on interview skills.</p>	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. Have better preparation before JUPAS programme interview.</li> <li>2. Enhance self-confidence in an interview.</li> </ol>	
<b>Time Scale</b>	November 2008	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Talk on interview skills	\$800
	Rehearsal of interview  (\$800 x 8 groups)	\$6,400
	<b>Total</b>	<b>\$7,200</b>
<b>Success Criteria</b>	70% of the Form 7 students have more confidence and better preparation before the JUPAS programme interview.	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>1. Evaluation and feedback from students</li> <li>2. Feedback from teachers</li> </ol>	
<b>Teacher(s) Responsible</b>	Ms. W. T. Chan	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	C. Meeting diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	To assist students to make better study choice on their post-secondary level.	
<b>Strategies/Tasks</b>	<b>Career Workshop for Form 7 Students (JUPAS)</b>  To hire social workers from an institute to conduct a workshop on choice making of study path.	
<b>Benefits Anticipated</b>	Have better idea about their study and career paths before making decision on JUPAS application	
<b>Time Scale</b>	October 2008	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Workshop fees  (\$800 x 2 sessions)	\$1,600
	<b>Total</b>	<b>\$1,600</b>
<b>Success Criteria</b>	80% of the Form 7 students have understood better about their personal strengths.	
<b>Method(s) of Evaluation</b>	1. Evaluation and feedback from students. 2. Feedback from teachers.	
<b>Teacher(s) Responsible</b>	Ms. W. T. Chan	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	C. Meeting diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	To prepare the new Form 1 students for an EMI environment in September.	
<b>Strategies/Tasks</b>	<b>Form 1 Bridging CD-ROM</b>	
	<ol style="list-style-type: none"> <li>1. Each Form 1 student will be given a Bridging Folder on their day of registration.</li> <li>2. In the folder, there is a CD-ROM with some basic vocabulary provided by teachers of the Form 1 subjects. Definitions and pronunciations are provided in the CD-ROM too.</li> <li>3. Useful links to relevant subject websites, holiday assignments, and reading lists are included.</li> </ol>	
<b>Benefits Anticipated</b>	Students have a head start in EMI education, and can therefore get used to their Form 1 curriculum when they start their secondary education.	
<b>Time Scale</b>	June – July 2009	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Production of CD-ROMs and CD covers	\$3,500
	<b>Total</b>	<b>\$3,500</b>
<b>Success Criteria</b>	<ol style="list-style-type: none"> <li>1. Students are able to acquire the foundations of the basic vocabulary of Form 1 subjects, and classroom language.</li> <li>2. Build up confidence for participating activities in an EMI classroom</li> </ol>	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>1. Evaluation and feedback from students</li> <li>2. Feedback from teachers.</li> </ol>	
<b>Teacher(s) Responsible</b>	Miss E. Yam, Mr. M. Lai, Mr. J. Chow	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	C. Meeting diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	<ol style="list-style-type: none"> <li>To enhance students' motivation and learning effectiveness through the development of mutual help system between junior and senior form students.</li> <li>To pursue a culture of collaborative learning and teaching among students and teachers.</li> </ol>	
<b>Strategies/Tasks</b>	<p><b>A 1-day Orientation Programme for F.1 Intakes</b></p> <p>To recruit about 70 Form 2 to 4 students and some past students as mentors of the orientation programme which includes discussions, sharing, presentations and interactive games for the new F.1 girls focusing on the following 3 areas:</p> <ol style="list-style-type: none"> <li>Knowing the school</li> <li>Peers relationship</li> <li>Religious activities</li> </ol>	
<b>Benefits Anticipated</b>	<p>After attending the orientation program, new students are expected to</p> <ol style="list-style-type: none"> <li>develop a spirit of sisterhood within SPSS with the help of our 'co-workers' – Paulinians.</li> <li>develop positive values &amp; attitudes and know more about the school culture.</li> <li>enhance their time management skills in coping with their secondary school life by maintaining a balance between academic performance and extra-curricular activities.</li> </ol>	
<b>Time Scale</b>	Mid-July 2009	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	15 Senior students as Programme Leaders (\$400 x 15)	\$6,000
	60 Student Helpers (\$350 x 60)	\$21,000
	Miscellaneous items	\$8,000
	<b>Total</b>	<b>\$35,000</b>
<b>Success Criteria</b>	<ol style="list-style-type: none"> <li>Over 70% of the new F.1 students agree that the function is useful in helping them to cope with their secondary school life.</li> <li>Over 70% of the new F.1 students agree that the senior students are their role-models.</li> </ol>	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>Evaluation and feedback from students</li> <li>Feedback from teachers</li> </ol>	
<b>Teacher(s) Responsible</b>	Mrs. A. Wong and Mrs. A. Lee Counselling Team	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	B. 提升學生的語文能力 C. 照顧個別學習差異的學生	
<b>Major Area(s) of Concern</b>	中一新生對中文科的適應及銜接	
<b>Strategies/Tasks</b>	中一新生中文輔導班	
	聘請導師為中一新同學舉辦三班中文輔導班，每班五節，每節一小時十五分，於暑假進行。每班學生約 20 人。	
<b>Benefits Anticipated</b>	1. 鞏固學生的中文基礎。 2. 增進學生對中文的興趣。	
<b>Time Scale</b>	二零零九年七月	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	聘請導師	\$15,000
	<b>Total</b>	<b>\$15,000</b>
<b>Success Criteria</b>	1. 70%學生認同對中文的興趣得到提升。 2. 70%出席率	
<b>Method(s) of Evaluation</b>	1. 問卷調查 2. 學生的出席率	
<b>Teacher(s) Responsible</b>	區建雯老師	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	B. Enhancing language proficiency of students C. Meeting diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	To enhance new Form 1 students' learning effectiveness and confidence in an EMI learning environment.	
<b>Strategies/Tasks</b>	<b>Form 1 English Bridging Programme</b>  Native speaking teachers will be hired to conduct an English bridging programme for all new Form 1 students to prepare them for studies in an EMI school in September.	
<b>Benefits Anticipated</b>	1. Students will have a smoother transition from their CMI primary school to an EMI secondary school. 2. Students will gain confidence using English in class when they start lessons in September.	
<b>Time Scale</b>	Lessons will be held late August 2009, just before the new school year starts.	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Payment to the tutor  (\$400 x 190 students)	\$76,000
	<b>Total</b>	\$76,000
<b>Success Criteria</b>	1. Form 1 students feel confident having their lessons in English. 2. Students have mastered the basic vocabulary and classroom language by September.	
<b>Method(s) of Evaluation</b>	1. Tutors' observation 2. Students' evaluation 3. Form 1 teachers' observation	
<b>Teacher(s) Responsible</b>	Miss E. Yam and the Department of English	

**St. Paul's Secondary School**  
**Plan on Use of Capacity Enhancement Grant for 2008-2009**

<b>Task Area</b>	C. Meeting diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	To prepare the new F.1 students for an EMI environment in September.	
<b>Strategies/Tasks</b>	<b>Form 1 Bridging Programme (Mathematics)</b>	
	A 20-hour programme in Mathematics for 60 new F.1 students will be conducted in July 2009. Small class size of 20 will be adopted.	
<b>Benefits Anticipated</b>	To lay a foundation of Mathematics skills for F.1 students in an EMI school.	
<b>Time Scale</b>	July 2009	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Payment to the tutor	\$15,000
	<b>Total</b>	<b>\$15,000</b>
<b>Success Criteria</b>	<ol style="list-style-type: none"> <li>1. Acquire foundation Mathematics skills.</li> <li>2. Build up confidence for participating activities in an EMI classroom</li> <li>3. Over 80% of attendance</li> </ol>	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>1. Evaluation and feedback from students</li> <li>2. Feedback from teachers</li> </ol>	
<b>Teacher(s) Responsible</b>	Mr. T. S. Yuen	

**St. Paul's Secondary School**  
**Plan on the Use of Capacity Enhancement Grant 2008/2009**  
**Summary**

		HKD	HKD
<b>A. Relieving teachers of some workload</b>			
A.1	2 Full-time and 1 Part-time GM Teachers	836,483.00	
A.2	2 Teaching Assistant and 1 Office Assistant	364,875.00	
A.3	Multi-media Learning Coordinator	151,200.00	
A.4	Mathematics Facilitator	157,040.00	
A.5	Religious Activity Coordinator	56,700.00	
A.6	Examination Invigilators or Casual Supply Teachers	30,000.00	
A.7	SPSS Prefects/ Students as Student Ambassadors	8,700.00	
<b>Subtotal (A)</b>			1,604,998.00
<b>B. Enhancement of language proficiency of students</b>			
B.1	中文科 中文寫作坊	18,000.00	
B.2	Oral Workshop for Form 3 students	4,000.00	
<b>Subtotal (B)</b>			22,000.00
<b>C. Meeting the diverse and special needs of students</b>			
C.1	Professional Instructor for the Dance Club (Modern Dance)	12,500.00	
C.2	Professional Instructor for the Dance Club (National Dance)	19,500.00	
C.3	Professional Instructor for the Dance Club (Oriental Dance)	14,500.00	
C.4	Professional Coach for Badminton Training	9,600.00	
C.5	Professional Coach for Basketball Training	18,000.00	
C.6	Professional Instructor for Rope Skipping Course	9,600.00	
C.7	Professional Conductor for School Choir	32,000.00	
C.8	Professional Conductor for School Orchestra	75,000.00	
C.9	粵劇粵曲班	16,000.00	
C.10	Raku ( 樂燒 ) Workshop	3,500.00	
C.11	Script-writing / Acting Workshops for Form 2 and Form 3 Students	20,000.00	
C.12	Leadership Workshop for Form 6 Students and School Prefects	25,000.00	
C.13	Career Workshop for Form 7 Students (Interview Skills)	7,200.00	
C.14	Career Workshop for Form 7 Students (JUPAS)	1,600.00	
C.15	Form 1 Bridging CD-ROM	3,500.00	
C.16	One-day Orientation Programme for Form 1 Intakes	35,000.00	
C.17	中一新生中文輔導班	15,000.00	
C.18	Bridging Programme for Form 1 Students (English)	76,000.00	
C.19	Bridging Programme for Form 1 Students (Mathematics)	15,000.00	
<b>Subtotal (C)</b>			408,500.00
<b>GRAND TOTAL</b>			2,035,498.00

<b>Budget</b>		
	Grant received for the year 2008/2009	463,100.00
<u>Less:</u>	Proposed Expenditure for the Year 2008/2009	2,035,498.00
	<b>(Deficit) for the Year 2008/09</b>	<b>(1,572,398.00)</b>
<u>Add:</u>	Surplus B/F from the Year 2007/2008	101,594.16
	<b>Balance for the year 2008/2009</b>	<b>(1,470,803.84)</b>