

# St. Paul's Secondary School



## *Plan on the Use of the Capacity Enhancement Grant 2011 – 2012*

*At the Staff Meeting towards the end of last academic year, teachers are invited to give their proposed plans on the use of the Capacity Enhancement Grant for 2011/12 before 23 August 2011. 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 the Capacity Enhancement Grant**  
**2011-2012**

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**D. Summary**

Plan on the use of the CEG 2011-2012

*A.1 Examination Invigilators or Casual Supply Teachers*

<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</b>	
	To employ examination invigilators or casual supply teachers to alleviate teachers of their need for substitution or supervision of students when required	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>Teachers can focus on developing teaching plans/schedules for the students</li> <li>Lower extra burden on other colleagues to substitute for teachers attending seminars or meeting</li> </ol>	
<b>Time Scale</b>	September 2011 – July 2012	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Examination invigilators or casual supply teachers	\$10,000
	<b>Total</b>	<b>\$10,000</b>
<b>Success Criteria</b>	Over 80% of teachers found the examination invigilators or casual supply teachers helpful	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>Performance appraisal on the employee</li> <li>Feedback from teachers</li> </ol>	
<b>Person(s) Responsible</b>	Mr. T.S. Yuen	

A.2 SPSS Prefects / Students as Student Ambassadors

<b>Task Area</b>	A. Relieving teachers of some workload	
<b>Major Area(s) of Concern</b>	<ol style="list-style-type: none"> <li>1. Teachers' administrative workload will be reduced</li> <li>2. Students can further enhance their skills in <ul style="list-style-type: none"> <li>● Leadership</li> <li>● Effective communication</li> <li>● Presentation</li> <li>● Collaboration</li> <li>● Teamwork</li> </ul> </li> </ol>	
<b>Strategies/Tasks</b>	<p><b>To employ prefects / students as Student Ambassadors for Form One Registration on 12 July 2012 (2012-2013 new intake)</b></p> <p>To employ prefects/students as Student Ambassadors to ensure the smooth running of the registration process on 12 July 2012</p>	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. Registration process will be efficiently and effectively carried out</li> <li>2. Students would gain a valuable learning opportunity to better enhance their personal development</li> </ol>	
<b>Time Scale</b>	12 July 2012	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	\$50 per student per session on 12 July 2012 a.m. and p.m. Total – 2 sessions; 69 Student Ambassadors (student count)	\$3,450
	<b>Total</b>	<b>\$ 3,450</b>
<b>Success Criteria</b>	<ol style="list-style-type: none"> <li>1. Workload of teachers reduced by 50%</li> <li>2. Over 80% positive response from Student Ambassadors</li> </ol>	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>1. Feedback from students</li> <li>2. Feedback from teachers</li> </ol>	
<b>Person(s) Responsible</b>	Discipline Mistress	

*A.3 Teaching Assistant*

<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 1 Teaching Assistant</b>	
<b>Benefits Anticipated</b>	To relieve teachers from worry and heavy workload	
<b>Time Scale</b>	November 2011 – August 2012	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	1 Teaching Assistant (Salaries + 5% MPF)	\$100,000
	<b>Total</b>	<b>\$100,000</b>
<b>Success Criteria</b>	70% of the teachers find the Teaching Assistant 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>Person(s) Responsible</b>	Department Head	

*B.1 English Drama Workshop*

<b>Task Area</b>	B. Enhancement of language proficiency 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 backstage roles in drama production</li> <li>2. Preparing students for the Verse and Play Competition in the 2<sup>nd</sup> term</li> </ol>	
<b>Strategies/Tasks</b>	<b>Drama workshops for Form 2 and Form 3 students</b>	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. Students will know more about the backstage operation</li> <li>2. They will be more prepared for the Verse and Play Competition</li> <li>3. Form 2 and Form 3 teachers will be relieved of some workload</li> <li>4. This will better prepare students for the Drama elective in NSS English</li> </ol>	
<b>Time Scale</b>	October – December 2011	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Fee for tutor (Approximately 2 workshops of 8 2-hour lessons each)	\$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>Person(s) Responsible</b>	Mr. H.Y. Wong and Miss P. Wai	

## B.2 TSA Speaking

<b>Task Area</b>	B. Enhancement of language proficiency of students	
<b>Major Area(s) of Concern</b>	<ol style="list-style-type: none"> <li>1. Providing more opportunities for Form 3 students to practise their speaking</li> <li>2. Preparing Form 3 students for the TSA English speaking component</li> </ol>	
<b>Strategies/Tasks</b>	<b>Workshop for Form 3 students</b>	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. Students will have more opportunities to practise their speaking skills</li> <li>2. They will be more prepared for TSA English speaking component</li> <li>3. The diverse needs of the high achievers and average achievers can be catered for in the group interaction setting</li> </ol>	
<b>Time Scale</b>	During the Easter holiday in 2012	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Fee for tutor (Lessons that approximately amount to 6 hours)	\$5,000
	<b>Total</b>	<b>\$5,000</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>Person(s) Responsible</b>	Miss P. Wai and Miss M. Leung	

*C.1 Professional Instructor with Extensive School and Health Club Experience*

<b>Task Area</b>	C. Meeting diverse and special needs of students
<b>Major Area(s) of Concern</b>	To reinforce personal growth of students through continuous development of self-concept
<b>Strategies/Tasks</b>	<p>Students will participate in a <u>Stress Management Programme</u> conducted by a professional fitness instructor with extensive school and health club experience. They will learn to relieve stress and release built-up tension in the body through a holistic approach incorporating:</p> <ol style="list-style-type: none"> <li>1. Therapeutic Music &amp; Dance</li> <li>2. Keyboard and Singing</li> <li>3. Yoga Stretch</li> <li>4. Modern Stretch</li> <li>5. Controlled Breathing &amp; Relaxation</li> <li>6. Enhancing Bodily-kinesthetic Intelligence (BKI)</li> <li>7. Values Education</li> <li>8. Empathetic Sharing</li> </ol> <p>This is in line with the aims and objectives of EDB's Healthy School Policy – to help students build up a healthy lifestyle, to promote and maintain the physical and psychological well-being of students, to empower them with positive values and skills to face challenges in personal growth thereby enhancing their resilience and immunization against adversity.</p>
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. Stress relief</li> <li>2. Release built-up tension in body</li> <li>3. Release emotional stress</li> <li>4. Calming of the mind &amp; body</li> <li>5. Achieving a good sense of well-being thereby raising levels of self-esteem</li> </ol>
<b>Time Scale</b>	<p>September 2011 – May 2012 (The 2<sup>nd</sup> phase of a three-year plan).</p> <p>Training will be conducted after school hours from 4:00 p.m. to 5:00 p.m. on weekdays.</p> <p>The EDB's Healthy School Policy is a long-term policy, and schools have to</p>

	<p>make the HSP an integral part of their Three-Year School Development Plan and Annual School Plan (EDB Circular No.2/2010). As such, this stress management programme will run for three years :</p> <p>Year One : 2010-2101</p> <p>Year Two : 2011-2012</p> <p>Year Three : 2012-2013</p>	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	<p>Forty 1-hour sessions for Forms 2, 3, 4 and 5. Students to be divided into half-class groups, maximum 20 students per group.</p> <p>@\$630 per hour</p> <p>40 x \$630 = \$25,200</p> <p>Two 1.5-hour sessions for the Class Discipline Officers. 1.5 hours for the junior forms, and 1.5 hours for the senior forms @\$630 per hour.</p> <p>3 x \$630 = 1,890</p> <p>Five 1-hour sessions for the five Form 6 classes. Coach will be taking each Form 6 class as a whole in the Hall. Students will not be divided into half-class groups.</p> <p>@ \$900 per hour (whole class)</p> <p>5 x \$900 = \$4,500</p>	\$31,590
	<b>Total</b>	<b>\$31,590</b>
<b>Success Criteria</b>	Positive response from 80% of the student participants	
<b>Method(s) of Evaluation</b>	Student feedback	
<b>Person(s) Responsible</b>	<p>1. Mr. Brian Cheung (T.A.), Mrs. G. Tang and Mrs. A. Wong</p> <p>2. Miss Pheobe Leung (T.A.), Ms. K. Wong and Miss C. Yeung</p> <p>(A collaborative task between the Discipline Team and the Counselling Team)</p>	

C.2 Form 1 Bridging CD-ROM

<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 the day of their 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 2012	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Production of CD-ROMs and CD covers	\$2,000
	<b>Total</b>	<b>\$2,000</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 in 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>Person(s) Responsible</b>	Miss E. Yam, Mr. M. Lai and Mr. Jan Chow (T.S.S.)	

*C.3 One-day Orientation Programme for New Form 1 Students*

<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 enhance students' motivation and learning effectiveness through the development of a mutual help system between junior and senior form students</li> <li>2. To further foster students' self-concept through stretching their learning capacity</li> </ol>	
<b>Strategies/ Tasks</b>	<b>One-day Orientation Programme for Form 1 Intakes</b>	
	<p>To recruit about 70 students from Form 2 to Form 6 and some past students as mentors of the orientation programme which includes discussions, sharing, presentations and interactive games for the new Form 1 students, focusing on the following 3 areas:</p> <ol style="list-style-type: none"> <li>1. Knowing our school</li> <li>2. Peers relationship</li> <li>3. Nurturing students' bodily-kinesthetic intelligence</li> </ol>	
<b>Benefits Anticipated</b>	<p>After attending the orientation program, we hope that the new students can:</p> <ol style="list-style-type: none"> <li>1. nurture a spirit of sisterhood within SPSS with the help of our 'co-workers' – Paulinians</li> <li>2. develop positive values &amp; attitudes and know more about the school culture</li> <li>3. raise their moral awareness and manage to use various problem-solving and stress management skills in coping with their secondary school life</li> </ol>	
<b>Time Scale</b>	Mid-July 2012	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	15 Senior form students as Programme Leaders (\$400 x 15)	\$6,000
	55 Student Helpers (\$280 X 55)	\$15,400
	Honorarium - Tutor	\$4,000
	Materials and miscellaneous items	\$3,600
	<b>Total</b>	<b>\$29,000</b>

<b>Success Criteria</b>	<ol style="list-style-type: none"> <li>1. Over 70% of the students agree that the function has enhanced their problem-solving and stress management skills, and helped them to cope with their secondary school life.</li> <li>2. Over 70% of the students agree that the senior students are their role-models in school.</li> </ol>
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>1. Questionnaire and feedback from students</li> <li>2. Questionnaire and feedback from teachers</li> </ol>
<b>Person(s) Responsible</b>	<p>Mrs. A. Wong and Miss G. Ho</p> <p>Counselling Team, Discipline Team and Caritas</p>

C.4 Native Speaking Teacher for Form 1 English Remedial Class

<b>Task Area</b>	C. Meeting diverse and special learning needs of students	
<b>Major Area(s) of Concern</b>	To offer remedial classes to new Form 1 students to bridge their gap in language proficiency	
<b>Strategies/Tasks</b>	<b>Form 1 English Remedial Classes</b>	
	Native speaking teachers will be hired to conduct English classes for the weak new Form 1 students identified through their Attainment Test results to ensure that they have a good foundation for studies in an EMI school in September	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. Students will have a smoother transition from their CMI primary school to an EMI secondary school</li> <li>2. Students will gain confidence using English in class when they start lessons in September</li> </ol>	
<b>Time Scale</b>	Lessons will be held in mid-July 2012 right after the results of the Attainment Tests are released	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Fee for tutors: \$550 x 1.25 hrs x 3 lessons x 5 days	\$11,000
	<b>Total</b>	\$11,000
<b>Success Criteria</b>	<ol style="list-style-type: none"> <li>1. Form 1 students feel confident having their lessons in English</li> <li>2. Students have mastered the basic vocabulary and classroom language by September</li> </ol>	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>1. Tutors' observation</li> <li>2. Students' evaluation</li> <li>3. Form 1 teachers' observation</li> </ol>	
<b>Person(s) Responsible</b>	Miss E. Yam and the Department of English	

C.5 Form 1 Bridging Programme (Mathematics)

<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 entering an EMI environment in September	
<b>Strategies/Tasks</b>	<b>Form 1 Bridging Programme (Mathematics)</b>	
	The programme aims to conduct a 15-hour (Mathematics) course for new Form 1 students in July 2012. Small class size of 20 will be adopted.	
<b>Benefits Anticipated</b>	Lower form teachers can focus on developing teaching plans/ schedules for the other students	
<b>Time Scale</b>	July 2012	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Fee for tutor	\$20,000
	<b>Total</b>	<b>\$20,000</b>
<b>Success Criteria</b>	<ol style="list-style-type: none"> <li>1. Acquire the foundations in Mathematics skills</li> <li>2. Build up confidence for participating in 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>Person(s) Responsible</b>	Mr. T.S. Yuen	

C.6 中一級新生輔導班(中文)

<b>Task Area</b>	C. 照顧學習差異的學生	
<b>Major Area(s) of Concern</b>	中一級新生對中文科的適應及銜接	
<b>Strategies/Tasks</b>	中一級新生中文輔導班	
	聘請導師為中一級新同學，舉辦三班中文輔導班，每班五節，每節一小時十五分，暑假進行。每班學生約 20 人。	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>鞏固學生的中文基礎。</li> <li>增進學生對中文的興趣。</li> </ol>	
<b>Time Scale</b>	二零一二年七月	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	導師費用	\$20,000
	<b>Total</b>	<b>\$20,000</b>
<b>Success Criteria</b>	<ol style="list-style-type: none"> <li>70%學生認同對中文的興趣得到提升</li> <li>70%出席率</li> </ol>	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>問卷調查</li> <li>學生的出席率</li> </ol>	
<b>Person(s) Responsible</b>	區建雯老師	

*C.7 Bridging Programme for New Form 1 Students (English)*

<b>Task Area</b>	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>	<ol style="list-style-type: none"> <li>1. Students will have a smoother transition from their CMI primary school to an EMI secondary school</li> <li>2. Students will gain confidence using English in class when they start lessons in September</li> </ol>	
<b>Time Scale</b>	Lessons will be held in late August 2012 just before the new school year starts	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Fee for tutors: \$200 per student x approximately 200 students	\$40,000
	<b>Total</b>	<b>\$40,000</b>
<b>Success Criteria</b>	<ol style="list-style-type: none"> <li>1. Form 1 students feel confident having their lessons in English</li> <li>2. Students have mastered the basic vocabulary and classroom language by September</li> </ol>	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>1. Tutors' observation</li> <li>2. Students' evaluation</li> <li>3. Form 1 teachers' observation</li> </ol>	
<b>Person(s) Responsible</b>	Miss E. Yam and the Department of English	

*C.8 Leadership Training Workshop for Form 6 Students and School Prefects*

<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>	Leadership training workshops for Form 6 students and School Prefects	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. To help the participants to understand the roles and characters as 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>	August 2012	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Fee for speakers/a program facilitator	\$10,000
	<b>Total</b>	<b>\$10,000</b>
<b>Success Criteria</b>	Over 70% positive response	
<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>Person(s) Responsible</b>	Mrs. J. Li and Mrs. A. Lam	

C.9 Career Workshop for Form 7 Students (Interview Skills)

<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 learn interview skills</li> <li>To provide rehearsal for JUPAS programme interview</li> </ol>	
<b>Strategies/Tasks</b>	<b>Career Workshop for Form 7 students</b>	
	<ol style="list-style-type: none"> <li>To hire social workers from an institute to conduct a workshop on interview skills</li> </ol>	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>Have better preparation before JUPAS programme interview</li> <li>Enhance self-confidence in an interview</li> </ol>	
<b>Time Scale</b>	November 2011	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Rehearsal of interview: \$800 x 7 groups	\$5,600
	<b>Total</b>	<b>\$5,600</b>
<b>Success Criteria</b>	80% 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>Evaluation and feedback from students</li> <li>Feedback from teachers</li> </ol>	
<b>Person(s) Responsible</b>	Ms. W.T. Chan	

*C.10 Professional Instructor for the Dance Club (National Dance)*

<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 national dance in school</li> <li>2. To raise students' interest in learning national dance</li> </ol>	
<b>Strategies/Tasks</b>	<b>To employ an instructor for Dance Club (Dance performances and dance competitions)</b>	
	A professional national dance instructor will be employed to provide extra training for the 20 Form 1 to Form 5 national dance team members to prepare for the 48 <sup>th</sup> Schools Dance Festival and the dance performance in the Inter-class Dance Competition 2011-2012.	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. To enhance student's aesthetic appreciation ability</li> <li>2. To foster and reinforce team spirit</li> <li>3. To improve dance skills and have good preparation for the coming Schools Dance Festival and the Inter-class Dance Competition</li> </ol>	
<b>Time Scale</b>	September 2011 – May 2012	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Costume for performances	\$20,000
	<b>Total</b>	<b>\$20,000</b>
<b>Success Criteria</b>	<ol style="list-style-type: none"> <li>1. Attendance rate of above 90%</li> <li>2. Highly 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 the adjudicators</li> </ol>	
<b>Person(s) Responsible</b>	Miss C. Tang	

*C.11 Professional Instructor for the Dance Club (Oriental Dance)*

<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 promote dance culture in school</li> <li>To help students to have better performance in dance competition</li> </ol>	
<b>Strategies/Tasks</b>	<b>To employ an instructor for Dance Club (Dance performances and dance competitions)</b>	
	A professional oriental dance teacher will be employed to provide extra training for the 15 Form 1 to Form 5 oriental dance team members to prepare for the 48 <sup>th</sup> Schools Dance Festival and the dance performance in the Inter-class Dance Competition 2011-2012.	
<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 Schools Dance Festival and the Inter-class Dance Competition</li> <li>Improvement in dance performances can be shown</li> </ol>	
<b>Time Scale</b>	September 2011 – May 2012	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Costume for performances	\$20,000
	<b>Total</b>	<b>\$20,000</b>
<b>Success Criteria</b>	<ol style="list-style-type: none"> <li>Attendance rate of above 90%</li> <li>Highly 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>Person(s) Responsible</b>	Miss C. Tang	

*C.12 Professional Conductor for School Orchestra*

<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 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>	<b>To employ a professional conductor for School Orchestra</b>	
	To hire one professional conductor to conduct and train the school orchestra. Our targets include recruiting 70-80 students from all forms and encouraging the new Form 1 students to join the orchestra. The 12-month practice will be held every Thursdays during lunch (one hour) and after school (two hours).	
<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 2011 – August 2012	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Payment to Conductor: \$550 x 160 hours	\$88,000
	<b>Total</b>	<b>\$88,000</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 Mr. E. Ng's evaluation report on the members</li> </ol>	
<b>Person(s) Responsible</b>	Mr. E. Ng and Mr. L.W. Tse	

C.13 粵劇粵曲班

<b>Task Area</b>	C. 讓學生就不同興趣發揮潛能；提昇學生欣賞藝術表演的能力。	
<b>Major Area(s) of Concern</b>	透過學習粵劇及認識其文化意蘊，能尊重和欣賞戲曲文化，進而培養對中華文化的認識、反思和認同，豐富個人成長閱歷。	
<b>Strategies/Tasks</b>	聘請粵劇粵曲班導師	
	聘請【梓鉤藝絃天】導師鮑淑姮教授粵劇粵曲班，每星期一次，每次 1.5 小時，預計整個課程共 12 個星期，共需 18 小時。	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. 基於同學過往對粵劇文化的基本知識，進一步提昇其欣賞能力，並能於粵劇基本演唱技巧有顯著的進步。</li> <li>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，加強對中國戲曲的認識。</li> <li>3. 從優美的粵劇曲詞去領略中國文化和藝術精妙之處，從而更尊重和欣賞中國文化。</li> <li>4. 導師除教授家傳戶曉的傳統曲目外，還以古典詩文入題。學生藉曲中的詩詞，既能認識中國歷史，又可欣賞中國文學，提高語文水平。</li> </ol>	
<b>Time Scale</b>	二零一一年十月至二零一二年三月	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	導師費用	\$9,900
	<b>Total</b>	<b>\$9,900</b>
<b>Success Criteria</b>	<ol style="list-style-type: none"> <li>1. 學生的出席率最少有 80%。</li> <li>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。</li> </ol>	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>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。</li> <li>2. 學生出席率。</li> <li>3. 舉辦演出活動。</li> </ol>	
<b>Person(s) Responsible</b>	胡麗華老師	

*C.14 Professional Instructor for Basketball Training*

<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 accuracy in basketball competition</li> </ol>	
<b>Strategies/Tasks</b>	<b>To employ professional instructors for basketball training</b>	
	<ol style="list-style-type: none"> <li>1. Professional instructors will be employed to conduct 56 2-hour basketball training sessions for club members</li> <li>2. Different levels of training will be given according to students' abilities and performances</li> </ol>	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. Improvement in basketball skills especially for school team members</li> <li>2. More students can be motivated to play basketball under the training by professional instructors</li> <li>3. Teacher-in-charge can have more time for individual attention to students.</li> </ol>	
<b>Time Scale</b>	August 2011 – July 2012	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Payment to Professional Instructors (school's share): \$450 x 2 hours x 56 lessons	\$25,200
	<b>Total</b>	<b>\$25,200</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. Evaluation forms and reports</li> <li>3. Competition results and instructors' comments</li> </ol>	
<b>Person(s) Responsible</b>	Mr. J. Leung	

*C.15 Professional Instructor for Rope Skipping Course*

<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 communication skills</li> <li>2. Persistence and creativities in rope skipping</li> </ol>	
<b>Strategies/Tasks</b>	<b>To employer a professional instructor for rope skipping course</b>	
	<ol style="list-style-type: none"> <li>1. A professional instructor will be employed to conduct weekly rope skipping course every Tuesday for team members</li> <li>2. Different levels of training will be given according to students' abilities and performances</li> </ol>	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. Improvement in rope skipping skills especially for team members</li> <li>2. Students enjoy rope skipping and enhance their creativities and thinking skills during training</li> </ol>	
<b>Time Scale</b>	October 2011 – July 2012	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Payment to Professional Instructor: \$875 x 15 lessons	\$13,125
	<b>Total</b>	<b>\$13,125</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. Evaluation forms and reports</li> <li>3. Competitions results and comments from the adjudicators</li> </ol>	
<b>Person(s) Responsible</b>	Miss C. Mak	

*C.16 Professional Instructor for Volleyball Training*

<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 communication skills</li> <li>2. Students' cooperation, persistence and accuracy in volleyball skills</li> </ol>	
<b>Strategies/Tasks</b>	<p><b>To employ a professional instructor for volleyball training</b></p> <ol style="list-style-type: none"> <li>1 A professional instructor will be employed to conduct weekly volleyball training course every Wednesday for members</li> <li>2. Different levels of training will be given according to students' abilities and performances</li> </ol>	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. Improvement in volleyball skills</li> <li>2. Students enjoy practising volleyball and enhance their creativities and thinking skills during training</li> </ol>	
<b>Time Scale</b>	October 2011 – April 2012	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Payment to Professional Instructor: \$250 x 20 sessions	\$5,000
	<b>Total</b>	<b>\$5,000</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> </ol>	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>1. Attendance record</li> <li>2. Evaluation forms and reports</li> </ol>	
<b>Person(s) Responsible</b>	Miss C. Mak	

*C.17 Professional Instructor for Swimming Lessons*

<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 swimming in school</li> <li>2. To raise students' interest in learning swimming skills</li> </ol>	
<b>Strategies/Tasks</b>	<b>To employ a professional instructor for swimming lessons (Swimming Competitions)</b>	
	A professional swimming instructor will be employed to provide training for the 10 Form 1 to Form 5 Swimming Team members to prepare for the Inter-schools Swimming Championships and Swimming Invitation Relays in 2011-2012	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. To foster and reinforce team spirit</li> <li>2. To improve swimming skills and have good preparation for the coming Inter-schools Swimming Championships and Swimming Invitation Relays in 2011-2012</li> </ol>	
<b>Time Scale</b>	September 2011 – May 2012	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	7 lessons x 2 hours x \$300 (September - October 2011) <b>Original cost</b> *\$1440 for 10 students (from October 2011) <b>After subsidy</b> *\$720 for 10 students (from October 2011)	\$4,200    \$7,200
	<b>Total</b>	<b>\$ 11,400</b>
<b>Success Criteria</b>	<ol style="list-style-type: none"> <li>1. 70% of attendance rate</li> <li>2. Overall position in Inter-schools Swimming Championships can be 7th or above</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 instructor</li> <li>3. Competitions results</li> </ol>	
<b>Person(s) Responsible</b>	Miss C. Tang	

*C.18 Professional Instructor for the Athletic Team*

<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 communication skills</li> <li>2. Students' cooperation, persistence and accuracy in athletics training</li> </ol>	
<b>Strategies/Tasks</b>	<b>To employ a professional instructor for Athletics Team</b>	
	<ol style="list-style-type: none"> <li>1. A professional instructor will be employed to conduct weekly athletics training course every Tuesday for members</li> <li>2. Different levels of training will be given according to students' abilities and performances</li> </ol>	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. Improvement in Sprinting and Long Jump skills</li> <li>2. Students enjoy practising these skills and enhance their creativities and thinking skills during training</li> </ol>	
<b>Time Scale</b>	October 2011 – February 2012	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Payment to Professional Instructor: \$250 x 21 hours	\$5,250
	<b>Total</b>	<b>\$5,250</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> </ol>	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>1. Attendance record</li> <li>2. Evaluation forms and reports</li> </ol>	
<b>Person(s) Responsible</b>	Miss C. Mak	

*C.19 Professional Instructor for Badminton Training*

<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 strengthen students' badminton skills</li> <li>2. To raise students' interest in playing badminton</li> </ol>	
<b>Strategies/Tasks</b>	<p><b>To employ a professional instructor for badminton training</b></p> <p>16 two-hour regular badminton training sessions will be given to students according to their abilities and performances</p>	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>1. To foster and reinforce team spirit.</li> <li>2. To enhance students' badminton skills and tactical knowledge.</li> </ol>	
<b>Time Scale</b>	September 2011 – May 2011	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	Payment to Professional Instructor	\$12,000
	<b>Total</b>	<b>\$12,000</b>
<b>Success Criteria</b>	<ol style="list-style-type: none"> <li>1. Team members have attendance rate of more than 70%</li> <li>2. 90% of students have positive feedback</li> </ol>	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>1. Attendance record</li> <li>2. Evaluation forms and reports</li> </ol>	
<b>Person(s) Responsible</b>	Mr. Brian Cheung (T.A.)	

C.20 中二、中三級非華語學生伴讀計劃

<b>Task Area</b>	C. 照顧學習差異的學生	
<b>Major Area(s) of Concern</b>	中二至中三級非華語學生對對中國語文的興趣及能力	
<b>Strategies/Tasks</b>	中二至中三級非華語學生伴讀計劃	
	聘請中六、中七級學生為中二至中三級非華語學生於期終試後活動期間進行伴讀計劃	
<b>Benefits Anticipated</b>	<ol style="list-style-type: none"> <li>鞏固非華語學生的中文基礎</li> <li>增進非華語學生對中文的興趣</li> </ol>	
<b>Time Scale</b>	二零一二年六月至七月	
<b>Resources Required</b>	<b>Description</b>	<b>Estimated Amount</b>
	中六、中七級學生導師費用	\$8,000
	<b>Total</b>	<b>\$8,000</b>
<b>Success Criteria</b>	<ol style="list-style-type: none"> <li>80%非華語學生認同對中文的興趣得到提升</li> <li>80%中六、中七級學生認同中二至中三級非華語學生能認真學習</li> </ol>	
<b>Method(s) of Evaluation</b>	<ol style="list-style-type: none"> <li>問卷調查</li> <li>中六、中七級學生的觀察</li> </ol>	
<b>Person(s) Responsible</b>	區建雯老師、石佩雯老師、葉美琪老師	

**St. Paul's Secondary School**

**Plan on the Use of the Capacity Enhancement Grant 2011-2012**

**Summary**

	HKD	HKD
<b>A) Curriculum development / Relieving teachers of some workload</b>		
A.1 Examination Invigilators or Casual Supply Teachers	10,000	
A.2 SPSS Prefects / Students as Student Ambassadors	3,450	
A.3 1 Teaching Assistant	<u>100,000</u>	
<b>Subtotal (A)</b>		113,450
<b>B) Enhancement of language proficiency of students</b>		
B.1 English Drama Workshop	20,000	
B.2 TSA Speaking	<u>5,000</u>	
<b>Subtotal (B)</b>		25,000
<b>C) Meeting the diverse and special needs of students</b>		
C.1 Professional Instructor with Extensive School and Health Club Experience	31,590	
C.2 Form 1 Bridging CD-ROM	2,000	
C.3 One-day Orientation Programme for New Form 1 Students	29,000	
C.4 Native Speaking Teacher for Form 1 English Remedial Class	11,000	
C.5 Form 1 Bridging Programme (Mathematics)	20,000	
C.6 中一級新生輔導班(中文)	20,000	
C.7 Bridging Programme for New Form 1 Students (English)	40,000	
C.8 Leadership Training Workshop for Form 6 Students and School Prefects	10,000	
C.9 Career Workshop for Form 7 Students (Interview Skills)	5,600	
C.10 Professional Instructor for the Dance Club (National Dance)	20,000	
C.11 Professional Instructor for the Dance Club (Oriental Dance)	20,000	
C.12 Professional Conductor for School Orchestra	88,000	
C.13 粵劇粵曲班	9,900	
C.14 Professional Instructor for Basketball Training	25,200	
C.15 Professional Instructor for Rope Skipping Course	13,125	
C.16 Professional Instructor for Volleyball Training	5,000	
C.17 Professional Instructor for Swimming Lessons	11,400	
C.18 Professional Instructor for the Athletic Team	5,250	
C.19 Professional Instructor for Badminton Training	12,000	
C.20 中二、中三級非華語學生伴讀計劃	<u>8,000</u>	
<b>Subtotal (C)</b>		<u>387,065</u>
<b>Grand Total</b>		<b>525,515</b>

Budget		498,185
	Grant received for the year 2011/2012	498,185
Less:	Proposed Expenditure for the year 2011/2012	<u>525,515</u>
	(Deficit)/Surplus for the year 2011/2012	<u>(27,330)</u>

Signature of Chairperson of S.M.C. and Supervisor: *Sister Fung Choi Wa*  
 Sister Fung Choi Wa