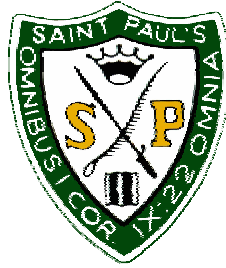


St. Paul's Secondary School



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

St. Paul's Secondary School

Report on the Use of Capacity Enhancement Grant

2006/2007

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D. Summary

A. Employ Registration Assistants, Examination Invigilators, Editorial Helper, Teaching Assistant and CM Teachers to relieve teachers of some workload

A1. SPSS prefects/ Students as Registration Assistants

Tasks Accomplished:

The Registration process for the perspective Form 1 students for the 'new' school year 07-08 was efficiently and effectively carried out according to the instructions given by the EDB on two consecutive days – 12th and 13th July 2007, from 9am to 4pm in the school hall.

Eighteen teachers, two office staff and the TSSO were on duty. Eighty School Prefects / students acted as Registration Assistants. Our aim was to assist the 'new' F.1 students and their parents in the registration process, to give the students a learning opportunity to enhance communication and interpersonal skills, as well as to relieve some of the workload of the teachers.

Evaluation and Reflection:

- Ø Attendance Rate: 100%
- Ø From observation and oral feedback 100% of the students interviewed agreed that this was a valuable learning opportunity for them. They felt that the event gave them a chance to enhance their communication skill as well as interpersonal skill.
- Ø The teachers were relieved of some of their heavy workload. The assistance given by the Registration assistants gave them more time to do supervision work and to serve the 'new' parents and students.
- Ø The students gained a valuable learning opportunity to better enhance their personal effectiveness.
- Ø The registration process was carried out according to plan.

Plan for the Future:

The flexibility to employ student helpers as Registration Assistants whenever the need arises will continue in the future.

Expenses:

Resources used from the CEG :

Expense	Amount
Payment to 80 Student Helpers (\$80 x 80)	\$6,400.00
Stationery (Backing Sheets)	\$120.00
Total:	\$6,520.00

Teacher(s) Responsible:

Mrs. V. Chin

A2. Examination Invigilators

Examination invigilators were employed to alleviate teachers from supervision of students so that they can focus on developing teaching plans/schedules for the students

Tasks Accomplished:

- Ø 11 helpers were hired as invigilators during the final examination (i.e. 5 – 18 June 2007).
- Ø About 350 hours of invigilation time were done by the helpers.

Evaluation and Reflection:

1. On average, 2 hours of invigilation time were reduced for each teacher.
2. Over 75% of the teachers found that the examination invigilators were helpful.

Plan for the Future:

The flexibility to employ student helpers as examination invigilators whenever the need arises will continue in the future.

Expenses:

Resources used from the CEG :

Expense	Amount
Payment to 11 helpers	\$17,150.00
Total:	\$17,150.00

Teacher(s) Responsible:

Mr. T. S. Yuen

A3. Editorial Board Helpers

Tasks Accomplished:

Form 5 and 7 students were employed after their public exams to assist the Editorial Board of the school yearbook with editing, proofreading, and other necessary paper work.

- Ø Dates: 30th May to 21st June, 2007
- Ø Total number of student helpers: 2

Evaluation and Reflection:

- Ø The Form 6 editors of the school yearbook were relieved of their heavy workload, and could therefore focus on their final exams.
- Ø The Form 5 student helper was given a valuable opportunity to learn from the Form 7 ex-editor of the yearbook. She became more familiar with the work of the Editorial Board. With the experience gained, the Form 5 student was better prepared for the job of Editor-in-Chief in Form 6.

Plan for the Future:

The flexibility to employ student helpers as Editorial Board helpers whenever the need arises will continue in the future.

Expenses:

Resources used from the CEG :

Expense	Amount
Payment to 2 helpers \$50 x 44.5 hrs	\$2,225.00
Total:	\$2,225.00

Teacher(s) Responsible:

Miss E. Yam (Teacher in charge of the school yearbook)

A4. Full-time and Part-time Teaching Assistants (T.A.)

Task Accomplished:

One full-time and one part-time Teaching Assistants were employed from 1 September 2006 to 31 August 2007 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.

Evaluation and Reflection:

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

Plan for the Future:

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

Expenses:

Resources used from the CEG :

Expense	Amount
Salaries and MPF for the Teaching Assistants	\$151,794.78
Total:	\$151,794.78

Teacher(s) Responsible:

Department Heads

A5. CM English Teacher for Lower Forms

Tasks Accomplished:

An English CM teacher was employed from 1 September 2006 to 31 August 2007 to teach lower forms English courses with an aim to relieve existing teachers from tension, worry and heavy workload so that they can 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 an English CM teacher did release the pressure on the teachers. The assistance of more CMs would be ideal as the Academic Board members reported. Unfortunately, it has not been easy to recruit suitable CM as such position is on contract and without the promotion or tenure prospect.

Plan for the Future:

The flexibility to employ CM teachers whenever the need arises will continue in the future.

Expenses:

Resources used from the CEG :

Expense	Amount
Salary and MPF for the CM	\$203,679.00
Total:	203,679.00

Teacher(s) Responsible:

Principal and Miss E. Yam

A6. One Full-time Mathematics Teaching Assistant (T.A.)

Aims:

One full-time Mathematics Teaching Assistant was employed from 1 September 2006 to 31 August 2007 to conduct extra tutorial classes for lower achievers (F.1 – F.3) in Mathematics aimed to meet diverse and special learning needs of students and attempted to improve their academic performances so that teachers of lower forms can concentrate on developing teaching plans and schedules for other students.

Tasks Accomplished:

The Teaching Assistant conducted the classes throughout the academic year during lunch time, reading period and after school.

- Ø Target students: 40 – 45 F.1 students, 40 – 45 F.2 students and 30 – 40 F.3 students.
- Ø 1st Term: Lunch time (2nd half) + Reading Period
- Ø 2nd Term: Reading Period + after school (4:00pm – 5:00pm)

Evaluation and Reflection:

Evaluation from Students:

- Ø Students' feedback on the tutorial classes is positive.
- Ø More than 70% of students reported that the classes were quite useful and helpful for them to catch up the syllabus or to understand the concepts that they did not familiar with.
- Ø 75% of students thought that the classes also helped strengthening their Mathematics knowledge and provided chances for them to have peer consultation after the tutorial classes (the tutor was able to identify the weak parts of students through consultation).
- Ø More than 90% of students showed positive attitude during the tutorial classes. By providing different kinds and large quantities of class practices and exercises, students improved both on basic concept and assignment results.

Evaluation from tutor:

- Ø The academic results of some students were improved after taking the courses. The changes were shown from the quiz and daily observation during tutorial classes. The average of the final quiz is 5 marks (full mark is 20) higher than that of the first quiz.
- Ø Students were encouraged to ask questions during classes. Most of them were not confident enough and reluctant to ask questions at the very beginning, but the situation improved in the 2nd term.

Recommendation:

Since the participants were academically weaker and they also have difficulties in understanding the questions in English, they need more explanations before attempt. However, the situation was greatly improved after they had adapted to the EMI environment. They started to ask more and think more during classes rather than just received the answers from the tutor.

Conclusion:

1. Overall attendance was over 85%.
2. Students were encouraged to think independently.
3. The courses equipped the students with ability to solve problems in English.
4. It was difficult to collect homework from all students as they came from different classes. There is still room for improvement on the punctuality of submission of homework.

Plan for the Future:

- Ø It is suggested to have the tutorial classes on Saturday mornings or reading periods so that students could concentrate better and be more efficient in learning.
- Ø The flexibility to employ Teaching Assistants whenever the need arises will continue in the future.

Expenses:

Resources used from the CEG :

Expense	Amount
Salaries and MPF for the Mathematics Teaching Assistants	\$123,900.00
Total:	\$123,900.00

Teacher(s) Responsible:

Mr. T. S. Yuen and Mr. J. Leung (Mathematics T.A.)

B. Enhancement of Language Proficiency of the Students

B1. 中文科中文寫作坊

二零零七年三月十五日至五月四日，聘請校外導師為中二、中三共二十位同學舉辦四節中文寫作坊，希望提升同學的創作能力，讓同學得以擴闊思維及視野，從而增進同學對中文的興趣，提升語文能力。

推行實況概述：

- Ø 由中文老師選拔中二、中三中文科成績優異及對寫作有興趣的二十位同學，參加中文寫作坊。
- Ø 聘請校外導師 – 康一橋先生，為該批中二、中三同學舉辦四節寫作坊，每節一小時三十分。寫作坊於放學後在A126室舉行。

成效：

一、根據評估表格：

- Ø 47%同學認為寫作坊能達到他們的期望。
- Ø 53%同學認為寫作坊能提升他們對寫作的興趣。
- Ø 58.8%同學認為寫作坊能令他們得以擴闊視野。
- Ø 64.7%同學認為能增進他們審題命意的能力。
- Ø 64.7%同學認為能增進他們看圖作文的能力。
- Ø 52.9%同學認為能提升他們的寫作技巧。
- Ø 58.8%同學同意導師能清楚講解課題的內容，表達形式恰當。
- Ø 88.2%同學同意導師準備充足。
- Ø 62.5%同學同意工作坊的時間長短適中。
- Ø 52.94%同學對工作坊整體安排感滿意。

二、同學的出席率：

- Ø 中二、中三同學的出席率為 100%。

檢討及改善方法：

- Ø 從評估表格可見寫作坊成效一般。
- Ø 雖然同學的出席率有100%。接近60%同學認為寫作坊能令他們得以擴闊視野。
- Ø 接近65%同學認為能增進他們審題命意的能力，擴闊思維。
- Ø 但只有約50%同學認為能提升他們的寫作技巧，從而增進他們的創作能力、中國語文能力。
- Ø 同學反映寫作坊的舉行時間略長，他們較難長時間集中精神。

展望未來：

下次再舉辦寫作坊可將時間縮短至一小時，且應增加次數，讓同學可以學習更多的寫作手法和有更多的寫作機會，希望更能提升他們的寫作技巧、思維能力、中國語文能力及使同學能得以擴闊視野。

支出：

資源來自學校發展津貼：

費用	金額
導師薪金	\$8,000.00
總數：	\$8,000.00

負責老師：

中文科區建雯老師

B2. 粵語朗誦訓練班

二零零六年十月至十一月，聘請校外導師訓練本校學生參加第五十八屆學校朗誦節粵語組別朗誦項目，希望能提升學生朗誦能力，增強其參賽自信心。

推行實況概述：

- Ø 聘請普通話語言中心導師訓練本校學生參加第五十八屆學校朗誦節粵語組別項目
- Ø 本年度共有七十二名學生參加粵語朗誦訓練班，教師主要根據學生參賽誦材類別將她們分成五班上課，每班上課六節，每節一小時三十分鐘。

成效：

一、根據評估表格：

- Ø 37.5%學生同意參加這個訓練班後，對參賽誦材掌握得更好。
- Ø 33%學生同意參加這個訓練班能提高她們對文學作品的欣賞及分析能力。
- Ø 40%學生同意參加這個訓練班能提升她們的朗誦技巧。
- Ø 42.5%學生同意參加這個訓練班所提供的訓練時間足夠。
- Ø 35.5%學生同意參加這個訓練班能增加她們對朗誦的興趣。
- Ø 52.5%學生同意參加這個訓練班能增加她們與老師或同學之間的協作機會，互相觀摩交流。
- Ø 40%學生同意導師能清楚解釋誦材內容，並示範演繹方法。

(本訓練班原定於十一月二十四日完結，由於負責本訓練班的導師表現未能達致預期目標，故本校於十一月上旬終止與該機構合作，並由本校中文科老師繼續跟進參賽學生朗誦練習事宜。)

二、同學的出席率及成績：

- Ø 學生出席率為85%
- Ø 100%本屆參賽同學取得75分或以上成績。

檢討及改善方法：

- Ø 學生認為可減低學生與導師的比例，降低每班人數，讓導師有更多時間照顧個別學生。
- Ø 某些學生希望能在午飯時間上課及增加訓練時間。
- Ø 導師未能準確掌握某些字詞的正確發音。
- Ø 設立監督機制，確保承辦機構所提供的服務符合要求。

展望未來：

如來年再舉辦粵語朗誦訓練班，希望能降低師生比例及增加訓練時間。

支出：

資源來自學校發展津貼：

費用	金額
導師薪金	\$14,400.00
總數：	\$14,400.00

負責老師：

中文科盧淑玲老師

B3. 普通話朗誦訓練班

二零零六年十月九日至二零零六年十一月九日，聘請校外導師訓練本校學生參加第五十八屆學校朗誦節普通話獨誦項目，希望能提升學生朗誦能力，增強其參賽自信心。

推行實況概述：

- Ø 聘請普通話語言中心導師訓練本校參加學校朗誦節普通話獨誦項目的學生。
- Ø 本年度共有十五名學生參加普通話朗誦訓練班，教師根據學生參賽誦材類別將她們分成兩班，每班上課四節，每節一小時三十分鐘。

成效：

一、根據評估表格：

- Ø 92.9%學生同意參加完這次訓練課程後，對參賽誦材掌握得更好。
- Ø 64.3%學生同意這次課程能提高她們對文學作品的欣賞能力及分析能力。
- Ø 92.9%學生同意這次課程能提升她們的朗誦技巧能力。
- Ø 21.4%學生同意這次課程所提供的訓練時間足夠。
- Ø 78.6%學生同意這次課程能增強她們比賽的自信心。
- Ø 64.3%學生同意這次課程能增加她們學習普通話的興趣。
- Ø 100%學生同意導師能清楚解釋誦材內容，並能示範演繹方法。

二、同學的出席率及成績：

- Ø 學生出席率為 99%。
- Ø 100%本屆參賽同學取得 75 分或以上成績。
- Ø 中三甲班馮嘉怡同學獲得冠軍，中二甲班羅善恩同學獲得季軍。

檢討及改善方法：

從評估表格及學生出席率中可見學生對這次普通話朗誦訓練班的評價十分正面，惟對於訓練時間方面覺得頗為不足。

展望未來：

建議未來如再舉辦類似課程，可增加訓練時數。

支出：

資源來自學校發展津貼：

費用	金額
導師薪金	\$4,560.00
總數：	\$4,560.00

負責老師：

普通話科盧淑玲老師

C. Meeting the diverse needs of students

C1. Assistant Coach for the Basketball Team

Tasks Accomplished:

There were 3 teams (A, B, C grades) in total, 39 members joined the training programme.

Nature	Date	Time
Practices	Sept 2006 – Aug 2007	Thursday after school, Saturday morning
Competitions	Oct 2006 – July 2007	Saturday morning/ Weekday after school

Evaluation and Reflection:

- Ø Over 95% of team members attended all the practices. The high attendance rate showed their enthusiasm, persistence and self-discipline.
- Ø All the team members were satisfied with the arrangement of having an assistant coach.
- Ø In the presence of the assistant coach, the teacher advisor had more capacity to handle 3 basketball teams in different grades at the same time. Also, the team practices could focus not only on tactics but also on fitness.
- Ø Our Team was awarded the Overall Champion of Hong Kong Island Girls Division Two in the Inter-School Basketball Competition. Our A-grade Team was the third-runner up. Our B-grade Team and C-grade Team were awarded first-runner up. We will be promoted to Division One next year. The good results showed the effectiveness of the training.

Plan for the Future:

As we will be promoted to Division One next year it was suggested that similar training programme should be planned next year so that more students could benefit.

Expenses:

Resources used from the CEG :

Expense		Amount
Payment to the Instructor:		
Practices	\$50 x 3 hrs x 27 sessions	\$4,050.00
	\$50 x 4 hrs x 13 sessions	\$2,600.00
Competitions	\$50 x 2 hrs x 20 sessions	\$2,600.00
	\$50 x 1 hr x 4 sessions	\$200.00
Total:		\$8,850.00

Teacher(s) Responsible:

Mr. G. Leung (Basketball Team Advisor)

C2. Instructors for Dance Club (Speech Day & Competitions)

Aims:

- Ø To promote a dance culture in school.
- Ø To encourage students to participate in extra-curricular activities
- Ø To enhance student's social awareness and aesthetic appreciation.

Tasks Accomplished:

Ms. W.Y. Kwok was hired to conduct a national dance course in our school Dance Room on Tuesdays. Extra dance training sessions were organized to prepare for the performance in the Dance Festival which is organized by Education & Manpower Bureau (Physical Education Section).

1. Extra National Dance training

<i>Date</i>	<i>Time</i>	<i>Number of hours</i>
21 st December, 2006	12:30pm-2pm	1.5
27 th December, 2006	2-4pm	2
29 th December, 2006	2-4pm	2
16 th January, 2007	4-6pm	2
23 rd January, 2007	4-6pm	2
3 rd February, 2007	12 noon-2 pm	2
	Total no. of hours	11.5

2. Performances

- Ø The 43rd Hong Kong Schools Dance Festival

Number of Beneficiaries:

- Ø 14 F.1 to F.2 Students (National Dance Course)

Evaluation and Reflection :

- Ø The class size was smaller than last year because some students were engaged in other activities. However we still had a very good attendance rate of 97.2% in this academic year..
- Ø Evaluation from the participants of the course was positive that Ms Kwok, the dance instructor, taught very well and the students enjoy the dance lessons very much. They promised to keep joining the dance course next year.
- Ø We had arranged less training sessions as planned because the period of the training which after the half-yearly examination and before the Dance Competition is too short. Therefore the budgeted amount of CEG for this course was not fully used.
- Ø We had satisfactory results in the 43rd Dance Festival this year. The students obtained two Highly Commended Awards in the competition.

Plan for the Future:

It is hoped that dance course could be conducted in the next school year and our students could participate in the Dance Festival next year. By organizing more dance activities, the dance culture in our School could be cultivated and reinforced in the future.

Expenses:

Resources used from the CEG :

Expense	Amount
Payment to the Instructor	\$5,750.00
Booking coach	\$500.00
Costume	\$2,720.00
Accessories (Ribbon)	\$39.00
Total:	\$9,009.00

Teacher(s) Responsible:

Miss C. Tang (Dance Club Advisor)

C3. Professional Conductor for School Orchestra & Wind Band

Our School Orchestra is provided with regular classes for the strings and wind band students starting from September in 2006. The program included team practice and performance to enhance students' learning, collaborative thinking, communication with precision, understanding and empathy

Tasks Accomplished:

A professional conductor is hired to conduct the School Orchestra for us. There are 75 students in the orchestra now, including some of the potential F.1 students. The practice is held every Thursday for two hours.

Weekly practice was held from September 2006 to August 2007 on Thursdays from 4:00 pm-6:00 pm. Members attended the practices for the performances on various occasions.

Evaluation and Reflection:

The attendance of our members was very steady. Most of the members attended over 90% of the rehearsals and performances. For current F5, F7 students, they participated actively in the first term, and back to the Orchestra after the public exam.

There were 7 performances in the year, which were taken place within and outside school. They included Speech Day performance in November 2006, Christmas Mass and Public competition held by Music Office in December 2006, Information Day and Paulinian Show in February 2007, performance for Po Leung Kuk Tin Ka Ping Primary School in May 2007 and Annual Orchestral Concert in June 2007.

Positive comments were received from students, teachers, parents and guests which stimulated Orchestral member's motivation. Performances also helped building up solidarity, concord, coordination and harmony among our members. The frequent practices helped raising members' problem solving skills in which they needed to tackle with the new repertoires. The frequent performances gave members chances to have strong bonding. The common goal to prepare for a good show also increased members' sense of belonging.

Plan for the Future:

There is a need to recruit more Strings and Double Bass players to make up the deficiency. As 1 Double Bass player will be leaving the Orchestra, promotion to recruit Form One students would be essential. Mini performances may arouse students' interest in learning these instruments.

The coming year will provide with at least 4 chances to perform in school and out of school, including Speech Day in November, Christmas concert in December, public competition in December, and Annual Orchestral Performance in May. The new committee members will need to look for the venue to perform out of school in Christmas 2007.

Expenses:

Resources used from the CEG :

Expense	Amount
Payment to the Conductor \$400.00 x 100.5 hrs	\$40,200.00
Total:	\$40,200.00

Teacher(s) Responsible:

Miss D Cheung, Music Panel Head

C4. 粵曲班

本校於二零零六年十一月至二零零七年五月聘請香港中文大學音樂系粵曲導師黃綺雯小姐教授粵曲。

推行實況概述：

- 一. 整個學年，每星期一次，總共二十堂，每堂 1.5 小時。
- 二. 參加粵曲班的學生共十一人。
- 三. 參加公開比賽。

成效：

- 一. 播下的種子漸漸發芽，同學們從認識粵劇的精妙，發展到熱愛粵曲。於粵曲基本演唱技巧方面，亦顯著進步。
- 二. 根據調查問卷所得，參與的同學都認為唱粵曲可以令他們提升中文程度；從典雅優美的曲詞去領略中國文化，更從而提升對自己的傳統本土文化的尊重。
- 三. 經老師的鼓勵，三位初次接觸粵曲的同學參加由香港學校及朗誦協會舉辦之香港學校粵曲推廣計劃 2006-2007 粵曲歌唱比賽，並獲優異的成績。
- 四. 粵曲班同學的出席率為 77%。
- 五. 於結業時，曾舉辦結業組內演出，同學均能單獨演唱所教授的曲目。

檢討及改善方法：

派發問卷，調查同學反應，總結成效。同學一般參與課外活動比較多，要注意時間的分配。

展望未來：

粵曲班既受同學歡迎，又能提升他們對中國文化的興趣，建議明年繼續舉辦。

支出：

資源來自學校發展津貼：

費用	金額
導師薪金	\$12,000.00
總數：	\$12,000.00

負責老師：

梁潔雯老師

C5. Summer Orientation Programme for F.1 Students

Tasks accomplished:

The F.1 Orientation programme, organized jointly by Counselling Team, Discipline Team, E.C.A. Team and Religious Studies Department on 18th & 19th July 2007, aimed at helping the new F.1 students in knowing the school and religious activities, enhancing their peers relationship and assisting them to adapt the secondary school life.

Evaluation:

186 questionnaires returned from 192 new F.1 students who attended the Orientation. The questionnaire was in 5-point scale where 1 meant strongly disagree and 5 strongly agree.

Results obtained:

- Ø 97 % of the F.1 students agreed that they know more about SPSS.
- Ø 97 % of the F.1 students rated the orientation as being useful in enhancing their problem-solving skills from 3 to 5.
- Ø 96 % of the F.1 students rated the orientation as being useful in enhancing their communication skills from 3 to 5.
- Ø 94 % of the F.1 students agreed that the student helpers could be their role models in school.

89 questionnaires returned from 110 student-helpers who helped in the Orientation.

Results obtained:

- Ø 97 % of the student-helpers rated the orientation as being useful in enhancing their problem-solving skills from 3 to 5.
- Ø 97 % of the student-helpers rated the orientation as being useful in enhancing their communication skills from 3 to 5.
- Ø 98 % of the student-helpers claimed that they are prepared to help the F.1 students in the coming academic year.

Reflection:

- Ø Student-helpers were satisfied with their performance and realized their improvement in communication and problem-solving skills during the training process. This change was very significant among the new helpers.
- Ø For senior helpers, they were confident in delivering speeches and organizing activities. All of them were grateful to the school for providing such a golden opportunity for their personal development.
- Ø Effort of all programme leaders was highly appreciated by helpers.
- Ø For new comers, student-helpers should show more concern and support so that they can feel they are our Paulinian family members.
- Ø Almost all of the student-helpers claimed that they are ready to help and serve the F.1 students in the beginning of the term. The majority of them claimed that they would continue helping out in the F.1 Students' Orientation next year.

Plan for the Future:

- Ø Next year, we will shorten the orientation to a one-day function which will be held at the end of August 2008.
- Ø The Orientation comprises of three programmes. Programme A concerning knowing the school will be held in the hall. Programme B will be consisted of some religious activities and school tour. Programme C is mainly focusing on the 16 Habits of Mind.
- Ø We will continue having 3 preparatory meetings with student leaders and 4 training sessions for student helpers.

Expenses:

Resources used from the CEG :

Expense	Amount
Payment for the programme	\$25,424.10
Total:	\$25,424.10

Teacher(s) Responsible:

Mrs. A. Wong (Counselling Mistress)

C6. Life Skills Training Programme for F.2 Students

Tasks accomplished:

“A Mindset for Success” Training Programme, consisted of a one-day programme and another follow-up workshop, was organized by “Hong Kong Playground Association” for 45 F.2 students. The one-day activity and 2-hour follow-up workshop were held at school on 11th April and 26th April 2007 respectively.

Evaluation and Reflection:

- Ø There were totally 45 evaluation questionnaires received. All participants gave positive feedback.
- Ø 87% of the students agreed that the function had enhanced their problem-solving ability and communication skills.
- Ø 89% of the students agreed that the function had enhanced their leadership skills.
- Ø 93% of the students agreed that the function had provided an opportunity for them to learn collaboratively with one another.
- Ø Marks given by the students to the one-day activity and the follow-up workshop were 93 and 91 marks respectively. (Full mark is 100).
- Ø Throughout the experiential and interaction process learning, students were actively involved in games and discussions.
- Ø All of them shared their thoughts with spontaneous feedback at the debriefing session which helped them to consolidate their learning.
- Ø They reflected that they had learned how to be a leader and had more confidence in solving problems which they might encounter in their school life.
- Ø On the whole, the workshop was informative and interactive. It broadened the mindset of the students to understand the key for success and the leadership qualities. The programme was successfully run and its objectives were achieved.

Plan for the Future:

Expenses:

Resources used from the CEG :

Expense	Amount
Training Fee paid to Hong Kong Playground Association	\$8,000.00
Total:	\$8,000.00

Teacher(s) Responsible:

Mrs. A. Wong (Counselling Mistress)

C7.1 中一新生暑期銜接課程

於暑期聘請導師，為二零零七至二零零八年度中文科學科測驗表現不理想的中一新同學，舉辦中文科暑期銜接課程，希望培養同學對中文的興趣，鞏固同學中文的根基。

推行實況概述：

- Ø 聘請統一教育中心導師，舉辦中文科暑期銜接課程。
- Ø 課程於二零零七年七月二十日至七月二十六日舉行，共設三班，每班五節，每次一小時十五分。
- Ø 中文科暑期銜接課程學生共60人。

成效：

一、根據問卷調查：

- Ø 三班皆有超過90%同學認為銜接課程能鞏固及提高她們的中文程度。
- Ø 三班皆有超過95%同學認為銜接課程能增加她們認識字形結構及修辭技巧。
- Ø 超過90%同學認為課程能加深她們認識文章體裁及寫作書信、便條的技巧。
- Ø 超過87%同學認為課程能提升她們的閱讀理解及審題能力。

二、同學的出席率：

- Ø 同學的出席率為97%。

檢討及改善方法：

- Ø 從評估表格及同學的出席率，可見中文科暑期銜接課程有顯著的成效。大部分同學對銜接課程皆持正面態度，認為課程能有效幫助她們提升中國語文的能力，鞏固她們中文的根基。
- Ø 銜接課程舉辦的日期與其他暑期班及暑期活動相撞，實在無法避免。

展望未來：

明年可繼續與「統一教育中心」合作，舉辦暑期銜接課程。

支出：

資源來自學校發展津貼：

費用	金額
導師薪金	\$10,800.00
總數：	\$10,800.00

負責老師：

中文科區建雯老師

C7.2 Mathematics Bridging Programme and CD-ROM for New F.1 Students

To prepare the new F.1 students for an EMI environment in September, there is a 15-hour Mathematics programme for them in July 2007. Small class size of 20 will be adopted.

Tasks accomplished:

All the lessons were taught in English. Students were given homework to do in each lesson and were required to hand it in the next lesson. A total of 60 new F.1 students (divided into 3 classes) attended the course.

Ø Date : 20 July 2007 to 26 July 2007

Ø No. of lessons : 5

To enable new F.1 students and their parents to understand more the school and to enable the students to acquire some basic vocabulary found in the subjects taught in the medium of English by practising the listening of the words, each F.1 student was given a CD-ROM which was compiled by the English Department Head with the co-operation of all other department heads.

Evaluation:

Ø The overall attendance was 96%.

Ø A total of 81% of the students found the course live up to their expectations.

Performance

Criteria	Class A	Class B	Class C
Following instructions in English	Good	Good	Satisfactory
Able to understanding Math in English	Good	Satisfactory	Satisfactory
Willing to ask questions in English	Good	Satisfactory	Satisfactory
Solving problems in English	Need improvement	Need improvement	Poor
Homework completion	Satisfactory	Need improvement	Need improvement

Reflection:

Only a few students were from EMI primary schools in each class. Therefore, to solve a problem in English was a bit difficult for them at the beginning. On the other hand, questions set in topics – algebra, equations, pie chart, and circumference are more challenging and complicated than that what they learnt in primary school. As a result, some of them were unable to finish the assigned homework. Most of the time, they got a better understanding of the questions after thorough explanation or translation of some terms.

Plan for the Future:

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

To supplement and consolidate the preparation of the new students' adaptation to EMI secondary school, the distribution of CD-ROMS proved to be an effective strategy and should be continued.

Expenses:

Resources used from the CEG :

Expense	Amount
Payment for the programme	\$10,800.00
Bridging Programme CD-ROM for F.1 Students	\$1,210.00
Total:	\$12,010.00

Teacher(s) Responsible:

Mr. T. S. Yuen (Mathematics Panel Head) and Mr. M. Lai

C8. Training Program on Generic Skills" for F.2 Students

Tasks Accomplished:

In order to equip F.2 students with skills for examination preparation and critical thinking, training program on "Generic Skills" was conducted in May 2007. The program consisted of two lessons (1 hour and 20 minutes) for 4 to 5 groups of students. The lessons for the groups were run in parallel.

Evaluation and Reflection:

Most of the students enjoyed the programme very much and they had participated actively in class activities. Most of them realized the programme could help them to improve their skills on time management and critical thinking. The feedback from the students and teachers was positive. The majority (89%) of students agreed that the programme was useful and satisfied. More than 90% of students found that the trainer was professional, friendly and satisfied with his/her teaching. Some students stated that the programme was useful and they would apply the skills in their daily life.

Plan for the Future:

However, the schedule of the programme was tight and it was difficult for the facilitators to finish it on time. It was suggested to have longer time for the programme.

Expenses:

Resources used from the CEG :

Expense	Amount
Payment for the Programme	\$20,000.00
Total:	\$20,000.00

Teacher(s) Responsible:

Mr. TP Ching, Mrs. G Tang and Mrs G Ling

C9. Leadership Training Workshop for Form 6 Students

Tasks accomplished:

The Leadership Training Workshop was held on 24th August, 2007 from 9:00 a.m. – 1:00 p.m. in our school hall. We hired the Momentum Academy as our workshop facilitator. The participants were all the F.6 students of our school. We aimed at training the school prefects into better leaders, learn more about problem solving skills and how to communicate with each other.

Evaluation and Reflection:

1. From the data obtained in the questionnaire:
 - Ø 96.2% of participants agreed that after the workshop, they learnt more about the qualities of a good leader.
 - Ø 98.7% of participants agreed that the Leadership Training Program give them opportunity to collaborate with other F.6 schoolmates.
 - Ø 94.9% of participant agreed that they have more confidence to speak up in front of people after the programme.
 - Ø 100% of participants agreed that after the workshop they can improve their problem solving skills.
 - Ø 96.2% of participants agreed that after the workshop, they are better equipped in communication skills.
 - Ø 100 % of participants found that the activities organized in the workshop were useful.
2. Attendance of participants: 89% out of 90 F.6 students
3. Most of the participants found the leadership training workshop satisfactory, they found that the workshop can enhance their collaboration skills, leadership skills and problem solving skills.
4. Participants found that the activities were very challenging and interesting.

Plan for the Future:

Due to the positive and encouraging comments from the participants, we may consider to hire the Momentum Academy to run the similar workshop in the future.

Expenses:

Resources used from the CEG :

Expense	Amount
Payment to Momentum Academy	\$8,550.00
Total:	\$8,550.00

Teacher(s) Responsible:

Mrs. J. Li and Mrs. A. Lam

C10. Leadership Training Workshop for School Prefects

Tasks Accomplished:

The Leadership Training Workshop was held on 23rd February, 2007 from 9:00 a.m. -1:00 p.m. in our school hall. We hired the Momentum Academy as our workshop facilitator. The participants were all the F.4 and F.6 School Prefects of our school. We aimed at training the school prefects into better leaders, learn more about problem solving skills and how to communicate with each other.

Evaluation and Reflection:

From the data obtained in the questionnaire:

- Ø 83% out of 60 school prefects attended the workshop
- Ø 92% of participants agreed that after the workshop, they learnt more about the qualities of a good leader.
- Ø 94% of participants agreed that after the workshop they can improve their problem solving skills.
- Ø 80% of participants agreed that after the workshop, they are better equipped in communication skills.
- Ø Over 90% of participants found that the activities organized in the workshop were useful.
- Ø Most of the participants showed positive attitudes towards the leadership training workshop, they found that the workshop can hone their leadership skills and problem solving skills.
- Ø Participants found that the activities were very inspiring.

Plan for the Future:

Due to the positive and encouraging comments from the participants, we may consider to hire the Momentum Academy to run the similar workshop in the future.

Expenses:

Resources used from the CEG :

Expense	Amount
Payment to the Workshop Facilitator	\$4,500.00
Total:	\$4,500.00

Teacher(s) Responsible:

Mrs. J. Li and Mrs. A. Lam

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

	HKD	HKD
A. Relieving teachers of some workload		
A.1 SPSS Prefects/ Students as Registration Assistants	6,520.00	
A.2 Examination Invigilators or Casual Supply Teachers	17,150.00	
A.3 Causal Helper to Editorial Board	2,225.00	
A.4 1 Full-time and 1 part-time Teaching Assistants	151,794.78	
A.5 CM English Teacher for lower forms	203,679.00	
A.6 1 Full-time Mathematics Teaching Assistant	123,900.00	
Subtotal (A)		505,268.78
B. Enhancement of language proficiency of students		
B.1 Chinese Writing Workshop for F.2 and F.3 students	8,000.00	
B.2 中文校際朗誦節 朗誦訓練 (訓練中一至中四級參賽學生)	14,400.00	
B.3 中文校際朗誦節 普通話獨誦訓練 (訓練獨誦參賽學生)	4,560.00	
Subtotal (B)		26,960.00
C. Meeting the diverse and special needs of students		
C.1 Assistant Coach for the Basketball Team	8,850.00	
C.2 Instructor for the Dance Club (Speech Day and competitions)	9,009.00	
C.3 Professional Conductor for School Orchestra	40,200.00	
C.4 粵曲班	12,000.00	
C.5 2-day orientation programme for F.1 Intakes	25,424.10	
C.6 Life Skill Training Programme for F.2 Students	8,000.00	
C.7.1 Bridging Programme for F.1 students (Chinese)	10,800.00	
C.7.2 Bridging Programme for F.1 students (Mathematics and CD-ROM)	12,010.00	
C.8 Critical Thinking and Time Management Skills Training Program for F.2 students	20,000.00	
C.9 Leadership Workshop for F.6 Students	8,550.00	
C.10 Leadership Workshop for School Prefects	4,500.00	
Subtotal (C)		159,343.10
GRAND TOTAL		691,571.88

Budget		
	Grant received for the Year 2006/2007	430,879.00
<u>Less:</u>	Expenditure for the Year 2006/2007	691,571.88
	(Deficit) for the Year 2006/07	(260,692.88)
<u>Add:</u>	Surplus B/F from the Year 2005/2006	433,267.99
	Balance for the year 2006/2007	172,575.11