

St. Paul's Secondary School



*Report on the Use of the
Capacity Enhancement Grant
2008 – 2009*

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2008/2009

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D. Summary

A. Curriculum Development/ Relieving teachers of some workload

A1. 2 Part-time and 2 Full-time Teaching Assistants

Tasks Accomplished:

2 part-time and 2 full-time Teaching Assistants (TAs) were employed to assist the teachers in the non-teaching miscellaneous jobs such as counting and 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 TA did release the pressure on the teachers. Unfortunately, it had not been easy to recruit suitable TA as such position was on contract without the promotion prospect and the work was rather routine and monotonous.

Plan for the Future:

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

Expenses:

Expense	Amount
Salaries and MPFs of the Teaching Assistants	\$297,449.35
Total	\$297,449.35

Teacher(s) Responsible:

Department Heads

A.2 Multi-Media Learning Coordinator

Tasks Accomplished:

- A full-time Multi-Media Learning Coordinator was employed from 1 September 2008 to 31 August 2009 to help facilitate the use of devices equipped in the Multi-Media Learning Centre in teaching, learning and assessment and to provide technical support for the campus TV studio.
- With the assistance from the Multi-Media Learning Coordinator, teachers could focus on developing teaching plans/schedules for the students. Quality of teaching and learning could be improved by multi-media teaching aids and the students would acquire basic production techniques in campus broadcasting.

Evaluation and Reflection:

Since the demands on teachers to attend meetings and seminars and the workload on producing teaching aids for the NSS curriculum had increased, the hiring of Multi-Media Learning Coordinator did release the pressure on the teachers.

Plan for the Future:

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

Expenses:

Expense	Amount
Salary and MPF of the Multi-Media Learning Coordinator	\$151,200.00
Total	\$151,200.00

Teacher(s) Responsible:

Mr. M. Lai

A3. Pastoral Assistant

Tasks Accomplished:

A part-time Pastoral Assistant was employed from 1 September 2008 to 30 May 2009 to conduct religious instruction classes and organize religious activities.

Evaluation and Reflection:

- 18 students received the Sacrament of Confirmation in the year.
- Weekly Mass was celebrated 3 times a month from October to May.
- 5 Thanksgiving Masses were celebrated.
- 9 students enrolled in the Religious Instruction Class (Baptism).

Plan for the Future:

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

Expenses:

Expense	Amount
Salary and MPF of the Pastoral Assistant	\$50,400.00
Total	\$50,400.00

Teacher(s) Responsible:

Mr. J. Fong

A4. Examination Invigilators or Casual Supply Teachers

Examination invigilators were employed to alleviate teachers from supervision of students so that they could focus on activities related to teaching and learning.

Tasks Accomplished:

- 4 helpers were hired as invigilators during the final examination (i.e. from 5 June 2009 to 18 June 2009).
- About 135 hours of invigilation time were done by the helpers.
- On average, 1 hour of invigilation time was reduced for each teacher.

Evaluation and Reflection:

Over 75% of the teachers found that the examination invigilators or casual supply teachers were helpful.

Plan for the Future:

The flexibility to employ student helpers as examination invigilators whenever the need arises would continue in the future, e.g. the half-yearly and final examination.

Expenses:

Expense	Amount
Fee for the 4 helpers	\$6,750.00
Total	\$6,750.00

Teacher(s) Responsible:

Mr. T. S. Yuen, Mr. W. M. Ho

A5. Yearbook Editorial Board Facilitator

Tasks Accomplished:

A Form 7 student was employed after her public exams from 5 May to 26 June 2009 to assist the Editorial Board of the school yearbook with editing, proofreading and liaising with teachers and the printer.

Evaluation and Reflection:

- The Form 6 editors of the school yearbook were relieved of their heavy workload, and could therefore focus on their final exams.
- Another student helper (Form 5) was given a valuable opportunity to learn from the Form 7 ex-Editor-in-Chief of the yearbook who was employed. 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 helper as editorial board helpers whenever the need arises will continue in the future.

Expenses:

Expense	Amount
Fee for the Yearbook Editorial Board Facilitator	\$5,000.00
Total	\$5,000.00

Teacher(s) Responsible:

Miss E. Yam

B. Enhancement of Language Proficiency of the Students

B1. 中文科 中文寫作坊

推行實況概述：

- 由中文老師選拔中一至中四及中六中文科成績優異及對寫作有興趣的六十八位同學，參加講座及寫作坊。
- 通過聘請校外導師為該批同學舉辦六節文學作品講座，每節一小時三十分。講座於二零零八年十月三日、十一月七日及二零零九年二月六日、四月七日、五月八日在學校禮堂舉行。再由五位老師於午膳時間，與同學分組進行寫作坊，討論各類文學作品所表達的思想感情及寫作技巧，希望提升同學的寫作能力、思考能力，從而增進同學對中文寫作的興趣，提升語文能力。

成效：

一、根據評估表格：

- 超過70%同學認為寫作坊能達到他們的期望，提升他們的寫作能力。
- 83%同學認為寫作坊時間長短適中，並且能提升他們的思考能力。
- 100%同學認為寫作坊能增進他們對中國語文、文學的興趣；令他們擴闊視野；導師能清楚講解課題的內容，表達形式恰當，準備充足；並對工作坊整體安排感滿意。

二、同學的出席率：88%

檢討及改善方法：

- 從評估表格可見寫作坊成效理想。
- 同學的出席率有88%，是由於同學除參加寫作坊外，還需參與其他課外活動、訓練及補習等，故分身乏術。
- 同學反映可繼續舉辦同類型活動，多講解寫作手法，提升他們的寫作能力。

展望未來：

可再舉辦同類型活動，讓同學可以學習更多的寫作手法和有更多的寫作機會，提升他們的寫作技巧、思維能力及中國語文能力。

支出：

費用	金額
導師薪金	\$6,000.00
總數	\$6,000.00

負責老師：

區建雯老師

B.2 Oral Workshop for Form 3 Students

Tasks Accomplished:

A total of 86 F.3 students joined the TSA Speaking Workshop, which was held on 17 April 2009 during the Easter Holiday. 3 tutors offered additional training to the students on oral English.

Evaluation and Reflection:

Around half of all the F.3 students had the opportunity to practise more and consolidate their English speaking skills. Over 80% of them were pleased with the tutors and the usefulness of the workshop.

Plan for the Future:

A similar workshop will be held around Easter to better prepare the F.3 students for the upcoming TSA 2009-10.

Expenses:

Expense	Amount
Fee for the tutors	\$7,637.00
Total	\$7,637.00

Teacher(s) Responsible:

Mr. H.Y. Wong

B.3 Oral Practices for Form 7 students (by Veteran Teacher)

Tasks Accomplished:

A veteran teacher on public speaking and oral English was hired to give extra oral practices to 12 Form 7 students after their written exams and just before their UE Oral examinations.

Dates: 30 April and 6 May, 7 May 2009

Attendance: 100%

Evaluation and Reflection:

- Students' feedback on the practices was extremely positive.
- Most students appreciated the arrangement, and found the practices very useful, especially the comments from the tutors.
- The majority of the participants requested more and longer sessions. All participants agreed that the practices were useful in boosting their confidence for the coming oral exams.

Expenses:

Expense	Amount
Fee for the programme (Total number of hours: 4) 2 x 2 hrs sessions	\$2,200.00
Total:	\$2,200.00

Teacher(s) Responsible:

Miss E. Yam

B.4 Oral Practices for Form 7 students (by Native Teachers)

Tasks Accomplished:

Native English teachers who were familiar with the HKAL Oral exams were hired to give extra oral practices to 70 Form 7 students to brush up their performances for their Oral examinations.

Dates: 30 April, 6 May 2009

Attendance: 100%

Evaluation and Reflection:

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

Plan for the Future:

Similar sessions will be held next year.

Expenses:

Expense	Amount
Fee for the programme (Total number of hours: 10) 2 x 5 hrs sessions	\$5,000.00
Total:	\$5,000.00

Teacher(s) Responsible:

Miss E. Yam

C. Meeting the diverse and special needs of students

C1. Professional Instructor for the Dance Club (National Dance)

Aims:

- To promote a dance culture in school.
- To help students to have better performance in dance competition

Tasks Accomplished:

A professional instructor was hired to conduct a national dance course for 14 F.1 to F.4 students in our school Dance Room on Tuesday. 6 extra dance training sessions (9.5 hours) were organized to prepare students for the 45th Hong Kong Schools Dance Festival organized by Education Bureau (Physical Education Section).

Evaluation and Reflection:

- The class size was slightly smaller than last year and the students had a very good attendance rate of 97% in this academic year.
- The feedback from the participants of the course was positive. The dance instructor was very responsible and the students enjoyed the dance lessons very much.
- The students obtained 2 Highly Commended Awards in the 45th Dance Festival this year.

Plan for the Future:

It is hoped that the national dance course would be conducted for more than 12 participants next school year. By organizing the dance courses, the dance culture in our School could be cultivated and reinforced in the future.

Expenses:

Expense	Amount
Fee for the professional instructor	\$4,750.00
Coach fee	\$1,200.00
Costume	\$7,100.00
Cosmetics and accessories	\$86.60
Total	\$13,136.60

Teacher(s) Responsible:

Miss C. Tang

C2. Professional Instructor for the Dance Club (Oriental Dance)

Aims:

- To promote oriental dance in school
- To raise students' interest in learning oriental dance.

Tasks Accomplished:

A professional instructor was hired to conduct an oriental dance course for 16 F.1 to F.6 students every Wednesday in our school Dance Room. Extra dance training sessions (43.5 hours) were organized to prepare students for the 45th Hong Kong Schools Dance Festival organized by Education Bureau (Physical Education Section).

Evaluation and Reflection:

- The class size was larger than last year and the students had a very good attendance rate of 97% in this academic year..
- The dance instructor was very responsible. The students enjoyed learning oriental dance.
- Over-budget was resulted because we prepared 3 oriental dances for the School Dance Festival instead of 1. Expenses on extra lessons, costumes and accessories were higher than the estimated amount.
- The students obtained 3 Highly Commended Awards in the competition in the 45th Dance Festival this year.

Plan for the Future:

It is hoped that the oriental dance course would be conducted for more than 12 participants next school year.

Expenses:

Expense	Amount
Fee for the professional instructor	\$21,750.00
Coach fee	\$1,300.00
Costume	\$9,460.00
Cosmetics and accessories	\$1,140.70
Total	\$33,650.70

Teacher(s) Responsible:

Miss C. Tang

C.3 Professional Instructor for Badminton Training

Tasks Accomplished:

A professional instructor was employed to conduct 16 2-hour badminton training sessions for club members from September 2008 to May 2009 on Thursdays in Wong Nai Chung Sports Centre. There were 17 club and team members joining the training. The training was given according to students' abilities and performances.

Evaluation and Reflection:

- All participants enjoyed the training and had good attendance rate of 85.5%.
- Most of the feedback on the training programmes was positive. Their enthusiasm and team spirit were encouraging.
- 2008-09 is a fruitful year of the Badminton Club. The achievement was as follows:
 - 1st runner-up 回歸杯羽毛球比賽 (Junior Section)
 - 1st runner-up 回歸杯羽毛球比賽 (Senior Section)
 - Champion 玫瑰崗杯羽毛球比賽 Champion Rosaryhill Cup Badminton Competition
- With the help of the instructor, teacher-in-charge could have more time to give attention to individual student. Teacher could have more chances to find out the individual need of the students. Better teacher-student relationship could be promoted.

Plan for the Future:

- We will continue to provide 2 training sections a week for students from September 2009 to May 2010.
- 2 professional coaches will be employed to widen the scope of learning.

Expenses:

Expense	Amount
Fee for the professional instructor \$300 x 2 hrs x 16 sessions	\$9,600.00
Total	\$9,600.00

Teacher(s) Responsible:

Mr. J. Wong

C.4 Professional Instructors for Basketball Training

In order to strengthen the basketball skills and tactic knowledge of team members, as well as to relieve teacher's workload, 2 professional instructors were employed to conduct basketball training sessions for the Basketball School Team members.

Tasks Accomplished:

- 2 professional instructors were employed during different periods and conducted altogether 42.5 2-hour regular basketball trainings sessions every Thursday in the school playground as well as tactics instructions during inter-school competitions for school team members from September 2008 to May 2009.
- The training was given according to students' abilities and performances. Advanced basketball skills and tactic knowledge were introduced to team members.

Evaluation and Reflection:

- Instead of 36 planned training sessions, extra 6.5 sessions were offered to prepare school team members for the Jing Ying Tournament and extra friendly matches.
- School Team members reflected that their basketball skills were strengthened. They were better prepared for the inter-school competitions. The A-Grade Team won the 2nd runner-up in the Inter-school Girls' Basketball Competition Division One (HK Island) organized by the HKSSF and entered the 2nd round in the Jing Ying Basketball Tournament in December 2008. Besides, the School Team also won the champion of the 8th Rosaryhill Sports Tournament Girls Basketball in April 2009.
- Team members had attendance rate of more than 70%.
- With the help of the instructors, the teacher-in-charge could have more time to give attention to individual student and extra fitness trainings. A better communication between members, committee and instructors was also achieved.

Plan for the Future:

Since the responses were good, it was suggested that similar training sessions should be planned for the next year.

Expenses:

Expense	Amount
Fee for the professional instructors \$250 x 2 hrs x 42.5 sessions	\$21,250.00
Total	\$21,250.00

Teacher(s) Responsible:

Mr. J. Leung

C5. Professional Instructor for Rope-skipping Course

Tasks Accomplished:

A professional instructor was employed to conduct 11 2-hour rope skipping training sessions for team members in our School from October 2008 to May 2009 every Tuesday. There were 21 team members joining the training. Different levels of training were given to meet the diverse needs of students according to their abilities and performances.

Evaluation and Reflection:

- Team members reflected that they had learned a lot from the instructor and the team members improved a lot under the guidance of the instructor. They were better prepared for their competition.
- Club members enjoyed the training and had good attendance rate of 87.8%.
- The new team members were enthusiastic and had shown improvement in their skipping skills. The old team members improved their coordination, skipping skills and created a lot of new group tricks. They won many awards in the Rope Skipping Competition 2009 organized by Hong Kong Rope Skipping Association.

Plan for the Future:

Since the responses were so good, it was suggested that similar training sessions should be planned for the next year.

Expenses:

Expense	Amount
Fee for the professional instructor \$300 x 2 hrs x 11 sessions	\$6,600.00
Total	\$6,600.00

Teacher(s) Responsible:

Miss C. Mak

C6. Professional Conductor for School Choir

Tasks Accomplished

A professional conductor was hired to train the School Choir. The practice was held every Monday after school for 1.5 hours from 4:00 p.m. – 5:30 p.m. and during lunchtime on Tuesday, Wednesday and Friday for 1 hour. Members attended the practices for the performances for School Masses, Speech Day, Christmas performance, 3 Christmas caroling outside school and they also participated in the School Music Festival.

Number of Beneficiaries:

149 F.1 – F. 6 students were divided in 2 groups. The Junior Choir consisted of F.1 to F.2 students and the Senior Choir consisted of students from F.3 to F.6.

Evaluation and Reflection:

- The attendance of our members was very steady. Most of the members attended over 85% of the rehearsals and performances.
- There were 9 performances in the year both within and outside school including School Opening Mass in September 2008, Speech Day, Christmas Mass, Christmas performances, Christmas caroling at The Jockey Club, The Peninsula Hotel and The Four Seasons Hotel in December 2008, competition for the Music Festival in February and March 2009 and the Crowning of Mary in May 2009.

- Positive comments received from students, teachers, parents and guests stimulated Choir member's motivation. Performances also helped building up solidarity, concord, coordination and harmony among the members. Exposure to the public competitions had widened student's horizons and they learnt more about quality singing.

Plan for the Future:

The goal for the next school year will be to train some good pianists and some junior capable students to be the part leaders.

In the coming school year, there would be at least 4 chances to perform in and outside school including the Speech Day, Christmas caroling, External Competition, and Annual Orchestral and Choir Performance.

Expenses:

Expense	Amount
Fee for the professional conductor \$400 x 96.5 hrs	\$38,600.00
Total	\$38,600.00

Teacher(s) Responsible:

Ms. W. Kam

C7. Professional Conductor for School Orchestra

Tasks Accomplished

A professional conductor was hired to conduct the School Orchestra. There were 73 F.1 to F.7 students in the orchestra currently, including some of the potential F.1 students. The practice was held every Thursday for 3 hours, from 12:35 p.m. to 1:35 p.m. and 4:00 p.m. to 6:00 p.m. every Thursday.

Evaluation and Reflection:

- The attendance of our members was very steady. Most of the members attended over 85% of the rehearsals and performances. F5, F7 students participated actively in the first term and rejoined the Orchestra after the public examinations.
- There were 7 performances in the year both within and outside school including the Flag Raising Ceremony in October 2008, the Speech Day in November 2008, Christmas Mass, Information Day and performance for Lions Club in December 2008, competition for the Music Festival in March 2009 and the programme organized in commemoration of 512 Sichuan Earthquake in May 2009.
- Positive comments received from students, teachers, parents and guests stimulated Orchestral member's motivation. Performances also helped building up solidarity, concord, coordination and harmony among the members. The frequent practices enhanced members' problem solving skills which they needed to tackle 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 Brass players to make up the deficiency. Promotion to recruit F.1 students would be essential. Mini performances would arouse students' interest in learning these instruments.

In the coming year, there would be at least 4 chances to perform in and outside school including the Speech Day, Christmas concert in December, External Competition, and Annual Orchestral Performance.

Expenses:

Expense	Amount
Fee for the professional conductor \$500 x 148.5 hrs	\$74,250.00
Total	\$74,250.00

Teacher(s) Responsible:

Ms. W. Kam

C8. 粵曲班

本校於二零零八年十月至二零零九年六月聘請校外專業導師教授粵曲。

推行實況概況:

- 整個學年，每星期一次，總共二十堂，每堂一小時三十分。
- 參加粵曲班的學生共三人。
- 參與公開表演。

成效:

- 一、根據評估表格，所有同學均認為粵曲班能幫助她們認識中國文化；提升她們對粵曲的唱曲技巧和興趣；對導師的教學及整體安排感滿意。
- 二、同學的出席率為 80%
- 三、經老師的鼓勵，參與粵曲班的同學曾公開表演，一致獲得好評，使同學有成功感，信心大增。
- 四、老師除教授家傳戶曉的傳統曲目外，還以古典詩文入題，如《木蘭辭》、《燕詩》、《陋室銘》等。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。

檢討及改善方法:

- 學生從認識粵劇的精妙，發展到熱愛粵曲。在粵曲基本演唱技巧方面，亦有所進步。
- 學生從典雅優美的曲詞去領略中國文化，提升中文程度，更從而提昇對傳統本土文化的尊重。
- 建議邀請一些中國戲曲表演團體到校演出，提高同學對粵曲的興趣。
- 粵曲班只有三人參加。要注意宣傳及於來年九月初發通告，吸引更多同學參加。
- 同學希望導師多注重訓練基本技巧，如唱腔、叮板等則更佳。

展望未來:

粵曲班能提升他們對中國文化的興趣和語文水平，建議明年繼續舉辦。

支出:

費用	金額
導師薪金	\$15,200.00
總數:	\$15,200.00

負責老師:

譚伊薇老師

C.9 English Acting Workshops for F.2 to F.4 Students

Tasks Accomplished:

46 students from F.2 to F.4 signed up for the workshops that started on 20 October 2008 and finished on 2 December 2008. The students were divided into 2 classes. They learnt about various things related to the performance side of drama, such as voice projection, stage movement and so on.

Evaluation and Reflection:

Over 80% of the participants enjoyed the workshops and found it useful. They found that what they had learnt could be applied to the Verse and Play competition.

Plan for the Future:

Some drama workshops, not necessarily acting, will be offered to students, especially when drama is one of the electives in the NSS English curriculum.

Expenses:

Expense	Amount
Fee for the workshop	\$13,363.00
Total	\$13,363.00

Teacher(s) Responsible:

Mr. H.Y. Wong, Miss P. Wai

C.10 Leadership Training Workshop for Form 6 Students

Tasks Accomplished:

The Leadership Training Workshop was scheduled for all F.6 students on 27 August 2009 from 9:30 a.m. - 12:30 p.m. in school hall. We aimed at training the school prefects into better leaders, learning more about problem solving skills and how to communicate with each other.

Evaluation and Reflection:

- 84.8% of participant agreed that they had more confidence to speak up in front of others.
- Over 90% of participants found the leadership training workshop satisfactory, the activities very creative, exciting, challenging and interesting. The workshop could enhance their collaboration skills, leadership skills, problem solving skills and communication skills.
- 100% of participants agreed that the programme gave them an opportunity to collaborate with other F.6 schoolmates.
- The attendance rate was 87.8%.

Plan for the Future:

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

Expenses:

Expense	Amount
Fee for the facilitator	\$8,500.00
Total	\$8,500.00

Teachers Responsible:

Mrs. J. Li and Mrs. A Lam

C.11 Leadership Training Workshop for School Prefects

Tasks Accomplished:

The Leadership Training Workshop was held on 23 June 2009 for all F.4 and F.6 school prefects from 9:30 a.m. to 12:00 p.m. in our school hall. We aimed at training them to be better leaders, learn more about problem solving skills. They were expected to enhance their problem solving and communication skills.

Evaluation and Reflection:

- Over 60% of participants agreed that the workshop could enrich their knowledge about the qualities of a good leader and enhance their collaboration skills and communication skills.
- Over 70 % of participants agreed that their problem solving skills were improved and found the programme useful.
- 94% of participant agreed that they had more confidence to speak up in front of others after attending the programme.
- The attendance rate was 96.6%.
- Participants could apply the skills learnt when facing dilemma.

Plan for the Future:

We will consider hiring other non profit making association to run the leadership training programme for us in future.

Expenses:

Expense	Amount
Fee for the facilitator	\$4,500.00
Total	\$4,500.00

Teacher(s) Responsible:

Mrs. J. Li and Mrs. A. Lam

C.12 Career Workshop for Form 7 Students (Interview Skills)

C.13 Career Workshop for Form 7 Students (JUPAS)

Tasks Accomplished:

Experienced social workers of HKFYG were hired to organize workshops on DISC Profile and Interview Skills for 80 Form 7 students on 23 October 2008 and 25 November 2008 respectively.

Evaluation and Reflection:

1. The Workshop on DISC Profile for Form 7

The workshop was excellent and students gave very positive feedback. 99% of the students agreed that they were more alert to the preparation on post-secondary studies. 96% agree that the workshop could help them to understand their careers potentials and 83% agreed that it could help them to make decision on JUPAS application. Besides, 100% of the students were satisfied with the arrangement of this activity including format, time, venue, the performance of the speaker and their own participation.

2. Workshop on Interview Skills for Form 7

The programme ran smoothly. According to the evaluation results, 100% of the students agree that the activity was very useful in terms of the preparation before interview, the interview skills and the requirement of an interview, etc. 96% of the students agree that the workshop could enhance their self-confidence for a real interview. Besides, over 93% of the students were satisfied with the general arrangement (date, time, venue, speakers, etc.) of the workshop.

Plan for Future:

All students found the programmes very helpful and interesting. It was decided that such activities would be organized again in October 2009.

Expenses:

Expense	Amount
Fee for the workshop on DISC profile	\$800.00
Fee for the workshop on interview skills Mock interview (7 Groups) (\$800 x 7 groups)	\$5,600.00
Total:	\$6,400.00

Teacher(s) Responsible:

Ms. W.T. Chan

C.14 Form 1 Bridging CD

Tasks Accomplished:

Form 1 Bridging Folder was presented to each new Form 1 student's parents on 9 and 10 July 2009, the days for Form 1 Registration.

The folder consisted of 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. To further help students familiarise themselves with the new EMI environment, useful links to relevant subject websites, holiday assignments, and reading lists are also included.

Evaluation and Reflection:

Over 98% of the students found the CD and the other information in the Form 1 Bridging Folder useful as most students came from Chinese primary schools.

Students gave interesting suggestions to additional materials in the CD, e.g. teachers' information etc.

Expenses:

Expense	Amount
Production of CD-ROMs and CD covers	\$1,675.00
Total	\$1,675.00

Teacher(s) Responsible:

Miss E. Yam

C.15 中一新生中文輔導班

推行實況概述：

聘請導師於二零零九年七月十七日至七月二十三日為二零零九至二零一零年度六十位中文科學科測驗表現不理想的中一新同學，舉辦中文暑期輔導班，希望培養同學對中文的興趣，鞏固同學的中文根基。

課程共設三班，每班五節，每次一小時十五分。

成效：

一、根據問卷調查：

- 79%同學認為課程能提升她們對中國語文的興趣。
- 超過 90%同學認為課程能達到她們的期望，增加認識字形結構、修辭技巧，提升審題能力、閱讀理解能力及寫作書信、便條的技巧。

二、同學的出席率為96.5%

檢討及改善方法：

- 從評估表格及同學的出席率，可見中文暑期輔導班有顯著的成效。大部分同學對暑期輔導班課程皆持正面態度，認為課程能有效幫助她們提升中國語文的能力。
- 暑期輔導班舉辦的日期與同學其他暑期班及暑期活動相撞，實無法避免，然大部分同學皆能盡量出席，投入課堂活動。

展望未來：

- 明年可繼續與同一機構合作，舉辦暑期輔導班，提升同學對中國語文的興趣，鞏固同學中文的根基。

支出：

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

負責老師：

區建雯老師

C.16 Remedial Programme for New Form 1 students (English)

Tasks Accomplished:

Native speaking teachers were hired to conduct remedial English lessons for 60 new Form 1 students who did not perform well in the Attainment tests to prepare them for studies in an EMI school from 17 July to 23 July 2009.

The overall attendance was over 99%.

Evaluation and Reflection:

- Over 85% of the students found the lessons useful as most students came from Chinese primary schools.
- Teachers' feedback was very positive, and it was noted that there was quite a wide learners' difference.

Expenses:

Expense	Amount
Fee for the programme \$500 x 5 x 1 hr 15 min	\$9,375.00
Total	\$9,375.00

Teacher(s) Responsible:

Miss E. Yam

C.17 Bridging Programme for New Form 1 Students (English)

Tasks Accomplished:

Native speaking teachers were hired to conduct a 12-hour English bridging programme for all new Form 1 students to prepare them for studies in an EMI school from 21 August to 28 August 2009. Parents bear half the cost of the programme, and the school subsidized the remaining half.

The overall attendance was over 99%.

Evaluation and Reflection:

- Over 95% of the students found the lessons useful as most students came from Chinese primary schools. Teachers' feedback was very positive, and it was noted that students had good confidence in spoken English, but lacked creativity in discussion ideas.
- The learning celebration at the end of the programme was highly appreciated by parents and students.

Expenses:

Expense	Amount
Fee for the programme \$640 x 178 students	\$60,520.00
Total:	\$60,520.00

Teacher(s) Responsible:

Miss E. Yam

C18 Bridging Programme for New Form 1 Students (Mathematics)

Tasks Accomplished:

Tutors were hired to conduct a Mathematics bridging programme for 60 new Form 1 students to prepare them for studies in an EMI school from 17 July to 23 July 2009.

A total of 60 students were divided into 3 classes. All the lessons were taught in English.

The overall attendance was 99%.

Evaluation and Reflection:

All 3 classes performed well or satisfactorily in the criteria of “Following instructions in English”, “Able to understanding Math in English” and “Willing to ask questions in English”, but did poorly in “Solving problems in English”.

Only a few students were from EMI primary schools in each class. Therefore, it was a bit difficult for them to solve the problem in English at the beginning.

Plan for the Future:

More focus could be placed on topics which the students would encounter in F.1. It would be more interesting to work on developing new concepts than simply revising concepts they have learned in primary school.

Expenses:

Expense	Amount
Fee for the tutors	\$10,800.00
Total:	\$10,800.00

Teacher(s) Responsible:

Mr. T.S. Yuen

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

		HKD	HKD
A. Curriculum Development/ Relieving teachers of some workload			
A.1	2 Part-time and 2 Full-time Teaching Assistants	297,449.35	
A.2	Multi-media Learning Coordinator	151,200.00	
A.3	Pastoral Assistant	50,400.00	
A.4	Examination Invigilators or Casual Supply Teachers	6,750.00	
A.5	SPSS Yearbook Editorial Board Facilitator	5,000.00	
Subtotal (A)			510,799.35
B. Enhancement of language proficiency of students			
B.1	中文科 中文寫作坊	6,000.00	
B.2	Oral Workshop for Form 3 Students	7,637.00	
B.3	Oral Practices for Form 7 Students (by veteran teacher)	2,200.00	
B.4	Oral Practices for Form 7 Students (by native teachers)	5,000.00	
Subtotal (B)			20,837.00
C. Meeting the diverse and special needs of students			
C.1	Professional Instructor for the Dance Club (National Dance)	13,136.60	
C.2	Professional Instructor for the Dance Club (Oriental Dance)	33,650.70	
C.3	Professional Instructor for Badminton Training	9,600.00	
C.4	Professional Instructors for Basketball Training	21,250.00	
C.5	Professional Instructor for Rope Skipping Course	6,600.00	
C.6	Professional Conductor for School Choir	38,600.00	
C.7	Professional Conductor for School Orchestra	74,250.00	
C.8	粵劇粵曲班	15,200.00	
C.9	English Acting Workshops for F.2 to F.4 Students	13,363.00	
C.10	Leadership Training Workshop for Form 6 Students	8,500.00	
C.11	Leadership Training Workshop for School Prefects	4,500.00	
C.12	Career Workshop for Form 7 Students (Interview Skills)	5,600.00	
C.13	Career Workshop for Form 7 Students (JUPAS)	800.00	
C.14	Form 1 Bridging CD-ROM	1,675.00	
C.15	中一新生中文輔導班	10,800.00	
C.16	Remedial Programme for New Form 1 Students (English)	9,375.00	
C.17	Bridging Programme for New Form 1 Students (English)	60,520.00	
C.18	Bridging Programme for New Form 1 Students (Mathematics)	10,800.00	
Subtotal (C)			338,220.30
GRAND TOTAL			869,856.65

Budget	Grant received for the year 2008/2009	463,100.00
<u>Less:</u>	Expenditure for the year 2008/2009	869,856.65
	(Deficit) for the year 2008/09	(406,756.65)
<u>Add:</u>	Surplus B/F from the year 2007/2008	101,594.16
	Balance for the year 2008/2009	(305,162.49)