

Immaculate Heart of Mary College
Plan on Use of the Capacity Enhancement Grant (CEG) 2017 – 2018

Clerical Support Staff to enhance Teachers' Capacity

Major Area(s) of Concern	To take up some non-teaching work for teachers
Strategies / Tasks	To employ 1 clerical staff member
Benefits Anticipated	<ul style="list-style-type: none"> • Teachers are exempted from routine clerical jobs, such as data entry, administration works on detention class etc. • To provide adequate support for administrative staff
Time Scale	1 September 2017 to 31 August 2018
Resources Required	\$229,383.00
Success Criteria	Significantly reducing the workload of the General Office
Method(s) of Evaluation	Performance report made to the Principal
People Responsible	Mr. Chiu Kok Fai

Chinese Dance Tutor

Major Area(s) of Concern	<ul style="list-style-type: none"> • To teach students Chinese dancing skills • To coach students in competitions • To display students' talent through performance
Strategies / Tasks	<ul style="list-style-type: none"> • Tutor will provide professional and systematic training for students • Teacher-in-charge will supervise the training and closely communicate with the tutor
Benefits Anticipated	• Teacher-in-charge can have more time to help other students in both academic and non-academic fields
Time Scale	1 September, 2017 to 31 August, 2018
Resources Required	\$22,500.00
Success Criteria	<ul style="list-style-type: none"> • 90% of the members will attend over 60% of the training sessions • Over 90% of the members will attend the competitions and performance
Method(s) of Evaluation	Reviewing the attendance record
People Responsible	Ms. Chan Mei Kwan

Assistant Coach for Basketball Team

Major Area(s) of Concern	<ul style="list-style-type: none"> • To teach students basketball skills and coach students in competitions • To release work load of Teacher-in-charge
Strategies / Tasks	<ul style="list-style-type: none"> • Assistant coach will take part in all the training and competitions. • Teacher-in-charge will take part in the competitions and supervise the training.
Benefits Anticipated	<ul style="list-style-type: none"> • Release teachers power so that they can focus on academic affairs • Enhance the basketball ability of students • School team members in different level can have the progressive and intensive training, especially during the inter-schools competition periods
Time Scale	1 September, 2017 to 31 August, 2018
Resources Required	Coach A: \$120/hour × 2 (training hours) × 2 (Day/week) × 35 weeks = \$16,800.00 Coach B: \$300/hour × 2 (training hours) × 1 (Day/week) × 35 weeks = \$21,000.00 Total : \$37,800.00
Success Criteria	Over 90% of the team members will attend all the training sessions and matches.
Method(s) of Evaluation	Reviewing the attendance record and comments from the Teacher-in-charge
People Responsible	Mr. Lee Chun Wai

Assistant Coach for Football Team

Major Area(s) of Concern	To teach students football skills and coach students in competitions To release work load of Teacher-in-charge
Strategies / Tasks	<ul style="list-style-type: none"> • Supervise all the training sessions • Adjust the teaching content according to the students' performance and the comments from the assistant coach • Attend all the inter school competitions held by the HKSSF.
Benefits Anticipated	<ul style="list-style-type: none"> • To provide the professional skills and a better training method to the team members • With the help from the assistant coach, teacher-in-charge can spend more time to communicate with the team members and manage the works of the team • When some team members are trained by the assistant coach, the other team members may undergo fitness training under the supervision of the teacher-in-charge
Time Scale	1 September 2017 to 31 August 2018
Resources Required	$\$300/\text{hour} \times 2 \text{ (training hours)} \times 1 \text{ (Day/week)} \times 26 \text{ weeks} = \$15,600.00$ $\$300/\text{hour} \times 2 \text{ (hours/match)} \times 8 \text{ (HKSSF Competitions)} = \$4,800.00$ Total : \$20,400.00
Success Criteria	Over 70% of the team members will attend all the training sessions and matches.
Method(s) of Evaluation	Reviewing the attendance record and comments from the Teacher-in-charge
People Responsible	Mr. Ting Chi Yung

Assistant Coach for Table Tennis Team

Major Area(s) of Concern	To teach students table tennis skills and coach students in competitions To release work load of Teacher-in-charge
Strategies / Tasks	<ul style="list-style-type: none"> • Supervise all the training sessions • Adjust the teaching content according to the students' performance and the comments from the assistant coach. • Attend all the inter school competitions held by the HKSSF. • Arrange the inter house table tennis competition held in our school.
Benefits Anticipated	<ul style="list-style-type: none"> • To provide the professional skills and better training to the team members. • With the help from the assistant coach, teacher-in-charge can spend more time to communicate with the team members and manage the work of the team.
Time Scale	1 September, 2017 to 31 August, 2018
Resources Required	$\$300/\text{hour} \times 1.5 \text{ (training hours)} \times 1 \text{ (Day/week)} \times 22 \text{ weeks} = \$9,900.00$ $\$300/\text{hour} \times 3 \text{ (training hours)} \times 8 \text{ (HKSSF Competitions)} = \$7,200.00$ Total: \$17,100.00
Success Criteria	Over 90% of the team members will attend all the training sessions. Over 90% of the team members will attend all the matches.
Method(s) of Evaluation	Reviewing the attendance record and comments from the Teacher-in-charge
People Responsible	Ms. Tsim Siu Wai and Ms. Ting Yuen Tai

Assistant Coach for Volleyball Club

Major Area(s) of Concern	To teach F.1 & 2 volleyball club members volleyball skills To coach volleyball team in competitions To release work load of Teacher-in-charge
Strategies / Tasks	<ul style="list-style-type: none"> • Supervise all the training sessions. • Adjust the teaching content according to the students' performance and the comments from the assistant coach. • Attend all the inter-school competitions held by the HKSSF. • Arrange the inter-house volleyball competitions held in our school.
Benefits Anticipated	<ul style="list-style-type: none"> • School team members in different Grades can have progressive and intensive training. (Especially during the inter-schools competition periods. • When Grade A and Grade B school team undergo the intensive training by the teacher-in-charge, Grade C students (including the club members) will undergo the training by the assistant coach.
Time Scale	1 September 2017 to 31 August 2018
Resources Required	$\$150/\text{hour} \times 2 (\text{training hours}) \times 2 (\text{Days/week}) \times 26 \text{ weeks} = \$15,600.00$ $\$150/\text{hour} \times 2 (\text{training hrs}) \times 10 (\text{Competitions}) = \$3,000.00$ Total : \$18,600.00
Success Criteria	Over 90% of the team members will attend all the training sessions.
Method(s) of Evaluation	Reviewing the attendance record and comments from the Teacher-in-charge
People Responsible	Mr. Chan Kim Pong

English Musical Class

Major Area(s) of Concern	An English drama or musical class for S1 to S5 students
Strategies / Tasks	To employ a service provider to give training on drama and/or musical theatre
Benefits Anticipated	<ul style="list-style-type: none"> • It aims to provide the participants with training on the performing arts in the medium of English by a professional. • The course also aims to be scaffolding to different performing art forms from the basics drama, which has been rooted as one of the extra-curricular activities in the school. • There is going to be a 15-minute to 20-minute stage production for such school events as Cultural Night and Post-exam Performance.
Time Scale	40 hours
Resources Required	(1) Tuition fees = \$40,000 (2) Script and/or music editing = \$6,000 (3) Others (e.g. costume, props, set, studio recording, make-up, etc.)=\$3,000 Total : \$49,000.00
Success Criteria	Each participant's 80% attendance is required.
Method(s) of Evaluation	Attendance record
People Responsible	Ms. Lai Yuen Fan, English Team

中文戲劇課程

關注事項	適合中一至中五級學生的中文戲劇課程
目標	聘請一名戲劇導師主理課程
優點	<ul style="list-style-type: none"> 教授基本舞台製作須知，讓學生知道製作流程 擴闊學生對舞台藝術的認識，從而開拓更多可能性 指導創作：強化學生執行的能力、刺激學生的創作意念 協助排練 2017-2018 校際戲劇比賽的演出及文化夜演出
日期 / 課室安排	不多於 80 小時
導師薪酬	導師費 = \$40,000, 劇本整理 = \$6,000, 製作費用 = \$4,000 合共\$50,000.00
成功準則	出席率需達八成
評估方法	<ul style="list-style-type: none"> 學生出席記錄 邀請學生於課程結束後對課程的內容以及老師的教學質素作評估 主責老師於課程進行期間觀課，針對學生的投入程度、參與性，以及戲劇老師的教學質素作評估
負責人	周慧麗老師

Physics Enhancement Class for Form Five Students

Major Area(s) of Concern	<ul style="list-style-type: none"> Learning and teaching NSS Physics Cultivate science education
Strategies / Tasks	<ul style="list-style-type: none"> Recruit one undergraduate student (major in science/engineering is preferable) as tutor for one 6-week physics enhancement class (F.5 Physics) Student tutor has to prepare teaching materials for the enhancement class.
Benefits Anticipated	<ul style="list-style-type: none"> Higher achievers in science subjects can have extra training in Physics to achieve higher academic results. It makes students more confident about their work and enhances effectiveness in their learning. To enhance the achievements in inter-school science competitions.
Time Scale	6 Saturdays (from Feb to April)
Resources Required	<ul style="list-style-type: none"> One student tutor (undergraduate student) Hourly wage: \$200/hr; total salary = \$200/hr x 2hrs x 6 days = \$2,400.00
Success Criteria	Students are more confident in learning Physics and become more competitive.
Method(s) of Evaluation	Feedback from tutors and students
People Responsible	Mr. Wong Chi Wai

Geography Enhancement Lesson for NSS students

Major Area(s) of Concern	To assist students to prepare for the DSE examination
Strategies / Tasks	<ul style="list-style-type: none"> To enhance students' subject knowledge and skills To provide individual academic support to students
Benefits Anticipated	<ul style="list-style-type: none"> F.4 and F.5 Geography students can have extra training in writing skills to achieve higher academic results. It makes students more confident about their work and enhances effectiveness in their learning.
Time Scale	September 2017 to May 2018
Resources Required	To employ tutors, \$200.00/hr = \$4,000.00
Success Criteria	Students should actively participate in lessons and show improvement in learning
Method(s) of Evaluation	<ul style="list-style-type: none"> By observation, feedback from tutors and students Attendance records
People Responsible	Ms. Chan Kwan Yin

Enhancement Lesson for Junior Forms

Major Area(s) of Concern	<ul style="list-style-type: none"> To enhance academic studies of F.1, F.2 and F.3 students To enhance students subject knowledge and skills To provide individual academic support to students
Strategies / Tasks	<ul style="list-style-type: none"> To revise teaching points in regular lessons To provide additional exercise to help understanding of knowledge To assist students to do homework
Benefits Anticipated	<ul style="list-style-type: none"> Students have higher confidence in learning Students can attain the academic standards as required
Time Scale	<ul style="list-style-type: none"> 1 September, 2017 – 31 August, 2018 (Enhancement Lessons will be held on Saturdays and during summer holidays)
Resources Required	\$35,000.00
Success Criteria	<ul style="list-style-type: none"> Students submit homework on time and do them well Students can enhance their study habits Students have higher scores in the assessments
Method(s) of Evaluation	<ul style="list-style-type: none"> Observation, teachers comment and assessment results
People Responsible	Ms. Chan Kwan Yin

Effective Time Management Course for Form 5 Students

Major Area(s) of Concern	<ul style="list-style-type: none"> To provide support to students on DSE preparation To enhance students time management skills in scheduling their daily tasks
Strategies / Tasks	To join a time management skill workshop
Benefits Anticipated	<ul style="list-style-type: none"> Students can master the wise use of time Students have higher alert in DSE preparation
Time Scale	<ul style="list-style-type: none"> July 2018 (4 classes, 1 lesson per class, 1 hour 10 minutes per lesson)
Resources Required	\$9,500.00
Success Criteria	<ul style="list-style-type: none"> Students are able to use the skills in scheduling their daily tasks Students have higher alert in DSE preparation
Method(s) of Evaluation	Their attendance record and the comment from trainers.
People Responsible	Ms. Chan Kwan Yin

Effective Time Management Course for Form 6 Students

Major Area(s) of Concern	<ul style="list-style-type: none"> To provide support to students on DSE preparation To enhance students time management skills in scheduling their daily tasks
Strategies / Tasks	To join a time management skill workshop
Benefits Anticipated	<ul style="list-style-type: none"> Students can master the wise use of time before DSE Students have higher confidence in preparing the DSE
Time Scale	<ul style="list-style-type: none"> October 2017 (4 classes, 1 lesson per class, 1 hour 10 minutes per lesson)
Resources Required	\$9,500.00
Success Criteria	<ul style="list-style-type: none"> Students are able to use the skills in scheduling their daily tasks Students have higher confidence in preparing the DSE
Method(s) of Evaluation	Their attendance record and the comment from trainers.
People Responsible	Ms. Chan Kwan Yin

中四、中五級寫作訓練班

關注事項	<ul style="list-style-type: none">• 支援中四級學生於中文科的寫作能力鞏固訓練。• 盼學生透過訓練，掌握更多文憑試應試技巧，以至能於公開試獲得佳績。
目標	<ul style="list-style-type: none">• 減輕中四級中文科老師於應試訓練方面的負擔。• 為語文水平一般的學生提供訓練，確保他們於文憑試能取得 3 或以上成績。• 增加學生審題、語言及考試的技巧。
優點	<ul style="list-style-type: none">• 減輕中四級中文科老師於應試訓練方面的負擔。• 老師能集中個別試卷的訓練。
日期 / 課室安排	二零一八年一月至二零一八年五月；固定課室，放學後進行（每節 100 分鐘）。
導師薪酬	每節\$800 x 8 節= \$6,400.00
成功準則	參與學生的中文科成績有所提升
評估方法	師生迴響及考試表現
評估	<ul style="list-style-type: none">• 給予學生具素質的應試訓練、自行設計之教材及評估；• 有學生課業之存檔及總結報告。• 有教學助理予行政支援，而老師隨時、隨機列席審視、監督。
負責人	宋思進老師、周慧麗老師