

Immaculate Heart of Mary College
Plan on Use of Capacity Enhancement Grant (CEG) 2018-2019

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 2 clerical staff members
Benefits Anticipated	<ul style="list-style-type: none"> • Teachers are exempted from routine clerical jobs, such as data entry, assisting in examination matters, administration works on detention class and support in major school functions • To provide adequate support for administrative staff
Time Scale	1 September 2018 to 31 August 2019
Resources Required	\$430,164.00
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, 2018 to 31 August, 2019
Resources Required	\$30,000.00
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 (Dance Club Advisor)

Assistant Coach for Basketball Team

Major Area(s) of Concern	<ul style="list-style-type: none"> • To teach school team basketball skills. • 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"> • Starting from September 2018, the combined AB grade will be divided into Grade A and Grade B, therefore more training lessons should be needed for the coming year. • Coach A will be responsible for the training of girls team and coach B will be responsible for the training of boys team. • School team members in different grades can have progressive and intensive training. (Especially during the inter-schools competition periods.)
Time Scale	1 September 2018 to 31 August 2019
Resources Required	Coach A: \$150/hour × 2 (training hours) × 2 (Day/week) × 35 weeks = \$21,000.00 Coach B: \$300/hour × 2 (training hours) × 1 (Day/week) × 35 weeks = \$21,000.00 \$300/hour × 2 (hours/match) × 12 (HKSSF Competitions) = \$7,200.00 Total : \$49,200.00
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. Lee Chun Wai (Basketball Club Advisor)

Assistant Coach for Football Team

Major Area(s) of Concern	To teach students football skills To coach students in competition To release work load of Teacher-in-charge
Strategies / Tasks	Teacher-in-charge will take the responsibilities of the followings: <ul style="list-style-type: none"> • Supervise all the trainings sections (including the club and school team members). • 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 Hong Kong Schools Sports Federation. • Arrange the inter house table tennis competition held in our school.
Benefits Anticipated	<ul style="list-style-type: none"> • The assistant coach can provide the professional skills and a better training method to the team members. • With the help form the assistant coach, teacher-in-charge can spend more time to communicate with the team members and manage the works inside 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 2018 to 31 August 2019
Resources Required	$\$250/\text{hour} \times 2 \text{ (training hours)} \times 1 \text{ (Day/week)} \times 30 \text{ weeks} = \$15,000.00$ $\$250/\text{hour} \times 2 \text{ (hours/match)} \times 10 \text{ (HKSSF Competitions)} = \$5,000.00$ Total: \$20,000.00
Success Criteria	Over 70% of the team members will attend all the training sessions. Over 70% 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	Mr. Ting Chi Yung (Football Club Advisor)

Assistant Coach for Table Tennis Team

Major Area(s) of Concern	To teach students table tennis skills To coach students in competition To release work load of Teacher-in-charge
Strategies / Tasks	Teacher-in-charge will take the responsibilities of the followings: <ul style="list-style-type: none"> • Supervise all the trainings sections (including the club members and school team members). • 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 Hong Kong Schools Sports Federation. • Arrange the inter house table tennis competition held in our school.
Benefits Anticipated	<ul style="list-style-type: none"> • The assistant coach can provide the professional skills and a better training method to the team members. • With the help form the assistant coach, teacher-in-charge can spend more time to communicate with the team members and manage the works inside the team.
Time Scale	1 September 2018 to 31 August 2019
Resources Required	$\$400/\text{hour} \times 1.5 \text{ (training hours)} \times 1 \text{ (Day/week)} \times 20 \text{ weeks} = \$12,000.00$ $\$400/\text{hour} \times 6 \text{ (hours/match)} \times 3 \text{ (HKSSF Competitions)} = \$7,200.00$ Total: \$ 19,200.00
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 Comments from the Teacher-in-charge
People Responsible	Ms. Tsim Siu Wai, Ms. Ting Yuen Tai (Table Tennis Club Advisors)

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 2018 to 31 August 2019
Resources Required	Coach A: \$150/hour ×2 (training hours) ×2 (Day/week) ×35 weeks = \$21,000.00 Coach B: \$300/hour ×2 (training hours) ×1 (Day/week) ×16 weeks = \$9,600.00 Total : \$30,600.00
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 (Volleyball Club Advisor)

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=\$40,000.00，劇本整理= \$6,000.00，製作費用= \$4,000.00 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 (戲劇學會顧問老師)

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 = \$40,000.00 (2) Script and/or music editing = \$6,000.00 (3) Others (costume, props, set, studio recording, make-up, etc.)=\$3,000.00 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 Teacher-in-Charge)

F.5 Physics Enhancement Class

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 weeks Saturdays (from Jan to May)
Resources Required	One student tutor (undergraduate student) Hourly salary: \$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 & Mr. Yam Ka Ngai (Physics Panel Chairperson / Teacher)

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 to F.6 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 2018 to May 2019
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 (Geography Panel Chairperson)

Study Skills Workshops for Form 1 and Form 2 Students

Major Area(s) of Concern	<ul style="list-style-type: none"> To train students to take notes in regular lessons To enhance learning confidence
Strategies / Tasks	<ul style="list-style-type: none"> To arrange study skills workshops for students To employ the skills learnt in regular lessons
Benefits Anticipated	<ul style="list-style-type: none"> Students can master note-taking skills
Time Scale	<ul style="list-style-type: none"> September 2018 (8 classes, 2 lessons per class, 1 hour per lesson)
Resources Required	\$28,000.00
Success Criteria	<ul style="list-style-type: none"> Students write notes for self-revision; Students have the habit of keeping notebooks for every subject.
Method(s) of Evaluation	Observation and the comment from trainers.
People Responsible	Ms. Chan Kwan Yin (Curriculum Committee Coordinator)

Study Skills Workshops for Form 3 Students

Major Area(s) of Concern	<ul style="list-style-type: none"> To train students to do effective revision To enhance learning confidence
Strategies / Tasks	<ul style="list-style-type: none"> To arrange study skills workshops for students
Benefits Anticipated	<ul style="list-style-type: none"> Students can master revision skills
Time Scale	<ul style="list-style-type: none"> October 2018 (4 classes, 2 lessons per class, 1 hour per lesson)
Resources Required	\$14,000.00
Success Criteria	<ul style="list-style-type: none"> Students use the skills learnt in assessments
Method(s) of Evaluation	Questionnaire and the comment from trainers.
People Responsible	Ms. Chan Kwan Yin (Curriculum Committee Coordinator)

Study Skills Workshops for Form 4 and Form 5 Students

Major Area(s) of Concern	<ul style="list-style-type: none"> To provide support to students on DSE preparation To enhance revision skills/ reading skills/ time management skills/ deep learning skills
Strategies / Tasks	<ul style="list-style-type: none"> To identify the students' needs in terms of study skills To arrange workshops accordingly
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 Students have relevant skills in preparing the DSE
Time Scale	September 2018 to May 2019 (8 classes, 2 lessons per class, 1 hour per lesson)
Resources Required	\$18,000.00
Success Criteria	<ul style="list-style-type: none"> Students are able to use the skills in scheduling their daily tasks; Students are able to use the skills in assessments; Students are able to use the skills in regular lessons; Students have higher confidence in preparing the DSE.
Method(s) of Evaluation	Questionnaire and the comment from trainers.
People Responsible	Ms. Chan Kwan Yin (Curriculum Committee Coordinator)

Summer Enhancement Class for Junior Forms

Major Area(s) of Concern	Learning and Teaching
Strategies / Tasks	<ul style="list-style-type: none"> To enhance students subject knowledge and skills To provide individual academic support to less able students
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"> July 2019 – August 2019
Resources Required	\$250×9 tutors×5 days = \$11,250.00
Success Criteria	<ul style="list-style-type: none"> Students submit homework on time and do them well; Students can enhance their study habits; Students pass in the course-end assessments.
Method(s) of Evaluation	<ul style="list-style-type: none"> Coursework record, teachers comment and assessment results
People Responsible	Ms. Chan Kwan Yin (Curriculum Committee Coordinator)

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 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	二零一九年一月至二零一九年五月；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（中文科科主任/副科主任）

Recruitment of external tutors for Vocal Courses

Major Area(s) of Concern	To enhance students' vocal skills for competitions and performances
Strategies / Tasks	<ol style="list-style-type: none"> To provide vocal training for students who participate in The 71st Hong Kong Schools Music Festival & The 37th Graduation & Prize-giving Ceremony To provide support and materials such as scores, piano accompaniment , travel allowance for The 71st Hong Kong Schools Music Festival
Benefits Anticipated	<ul style="list-style-type: none"> To enhance students' vocal skills for competitions and performances To help striving for awards for students and our school in competitions To release workload of teacher-in-charge
Time Scale	Sept 2018 to July 2019 (after-school vocal courses)
Resources Required	Vocal training (music festival): \$550 x 15 sessions = \$8,250.00 Vocal training (performancegraduation) : \$850x 4 sessions = \$3,400.00 Supporting expenses (music festival): \$3,350.00 Total : \$15,000.00
Success Criteria	<ul style="list-style-type: none"> Positive feedbacks from teachers and tutors regarding to students' performance on the Graduation & Prize-giving Ceremony Good results of students joining The 71st Hong Kong Schools Music Festival
Method(s) of Evaluation	<ul style="list-style-type: none"> Results of students in Hong Kong Schools Music Festival Feedback from teachers and tutors Observation of students' performances on the Graduation & Prize-giving Ceremony by teachers and tutors
People Responsible	Mr. Wong Kwan Shun