

Immaculate Heart of Mary College
Report on Use of the Teacher Relief Grant (TRG-OP) 2018-2019

No.	Item / Programme	Income	Expenses	Balance
1	Balance b/f	\$909,719.96		
2	Grant Received	\$1,730,160.00		
3	Salary for the Teachers and Teaching Assistants		\$2,195,683.81	
	Total	\$2,639,879.96	\$2,195,683.81	\$444,196.15

Science Teacher

Major Area(s) of Concern	Learning and Teaching
Strategies / Tasks	To employ a CM teacher in Science Education KLA
Benefits Anticipated	Teachers in Integrated Science Panel and Biology Panel will be relieved from being overloaded with teaching duties. Quality of lessons can be further enhanced. Subject-related activities can be implemented as stated in the Year Plans.
Time Scale	1 September, 2018 to 31 August, 2019
Expenses	\$379,980.00
Success Criteria	<ul style="list-style-type: none"> • Teaching loads of Integrated Science and Biology teachers are within range of average; • Teaching and learning plans of Integrated Science Panel and Biology Panel are implemented as scheduled; • Learning materials are designed and refined to cater for the needs of the students; • Co-curricular activities are organized.
Evaluation	According to the lessons observed and exercise book inspection, the teacher performed well. He delivered the knowledge effectively. He designed and implemented high-quality Biology and Integrated Science lessons nurturing students' generic skills, values and attitudes. He also supported the KLA to conduct co-curricular activities.
People Responsible	Ms. Wong Lee (Biology Panel Chairperson) and Mr. Wong Chi Wai (Science Education KLA Coordinator)

Liberal Studies Teacher

Major Area(s) of Concern	Learning and Teaching
Strategies / Tasks	To employ a GM teacher in Liberal Studies Panel
Benefits Anticipated	Teachers in LS will be relieved from being overloaded with teaching duties. Quality of lessons can be further enhanced. Subject-related activities can be implemented as stated in the Year Plans.
Time Scale	1 September, 2018 to 31 August, 2019
Expenses	\$437,160.00
Success Criteria	<ul style="list-style-type: none"> • Teaching loads of LS subject teachers are within range of average; • Teaching and learning plans of LS KLA Panels are implemented as scheduled; • Learning materials are designed and refined to cater for the needs of the students; • To implement SBA teaching strategy of senior forms; • Co-curricular activities are organized.
Evaluation	<ul style="list-style-type: none"> • The teacher is passionate in teaching and developed good relationship with the students • The teacher is familiar with the curriculum of Liberal Studies. However the teacher needs to be more familiar with the requirement of public examination. • The teacher implemented the plan of the panel properly. • Being one of the advisors of the Liberal Studies Team, the teacher has organised subject activities such as Inter-class debate competition.
People Responsible	Mr. Chan Chi Lap (LS Panel Chairperson) and Ms. Chan Kwan Yin (Vice Principal)

English Teacher

Major Area(s) of Concern	Learning and Teaching
Strategies / Tasks	To employ a CM teacher in English Education KLA
Benefits Anticipated	Teachers in English Panel will be relieved from being overloaded with teaching duties. Quality of lessons can be further enhanced. Subject-related activities can be implemented as stated in the Year Plans.
Time Scale	1 September, 2018 to 31 August, 2019
Expenses	\$546,945.00
Success Criteria	<ul style="list-style-type: none"> Teaching loads of English Panel teachers are within range of average; Teaching and learning plans of English Panel are implemented as scheduled; Learning materials are designed and refined to cater for the needs of the students; Co-curricular activities are organized.
Evaluation	<ul style="list-style-type: none"> The teacher handled the teaching duties satisfactorily. He facilitated students in lessons effectively. He was responsible for extra-curricular activities such as Debate, Speech Festival, English Highlights and English Day Camp. He performed duties satisfactorily in other teams and committees concerned. The teacher's performance in marking and conducting lessons was satisfactory referring to Book Inspection and Lesson Observation
People Responsible	Ms. Chan Fung Yee (English Panel Chairperson) and Ms. Chan Kwan Yin (Vice Principal)

Music Teacher

Major Area(s) of Concern	Learning and Teaching
Strategies / Tasks	To employ a CM teacher in Music Panel
Benefits Anticipated	Junior classes have music lessons as part of the whole person development. Students' generic skills, values and attitudes are developed through learning in music. Subject-related activities can be implemented as stated in the Year Plans.
Time Scale	1 September, 2018 to 31 August, 2019
Expenses	\$359,924.25
Success Criteria	<ul style="list-style-type: none"> Teaching and learning plans of Music Panel are implemented as scheduled; Learning materials are designed and refined to cater for the needs of the students; Co-curricular activities are organized.
Evaluation	The teacher designed and implemented high-quality music lessons nurturing students' generic skills, values and attitudes. He designed worksheets which effectively catered learner diversity in school. He enhanced the development of the School Orchestra.
People Responsible	Ms. Chan Kwan Yin (Vice Principal) and Ms. Mok Kit Yue (Principal)

Chinese Language Teacher

Major Area(s) of Concern	Learning and Teaching
Strategies / Tasks	To employ a 0.3 CM teacher in Chinese Language Panel
Benefits Anticipated	Subject teachers will be relieved from being overloaded with teaching duties. Quality of lessons can be further enhanced. Subject-related activities can be implemented as stated in the Year Plans.
Time Scale	1 September, 2018 to 31 August, 2019
Expenses	98,928.95
Success Criteria	<ul style="list-style-type: none"> Teaching loads of subject teachers are within range of average; Teaching and learning plans of Chinese Language Panel are implemented as scheduled; Learning materials are designed and refined to cater for the needs of the students; To implement SBA teaching strategy of senior forms; Co-curricular activities are organized.
Method(s) of Evaluation	Lesson Observation, Exercise Inspection and Participation in co-curricular activities
Evaluation	The teacher designed and implemented quality Chinese Language lessons nurturing students' generic skills, values and attitudes. The teacher designed worksheets which effectively catered learner diversity in school and assisted to conduct co-curricular activities.
People Responsible	Mr. Sung Sze Chun (Chinese Language Panel Chairperson) and Ms. Chan Kwan Yin (Vice Principal)

Chinese History Teacher

Major Area(s) of Concern	Learning and Teaching
Strategies / Tasks	To employ a 0.3 CM teacher in Chinese History Panel
Benefits Anticipated	Subject teachers will be relieved from being overloaded with teaching duties. Quality of lessons can be further enhanced. Subject-related activities can be implemented as stated in the Year Plans.
Time Scale	1 September, 2018 to 31 August, 2019
Expenses	\$106,809.79
Success Criteria	<ul style="list-style-type: none"> Teaching loads of subject teachers are within range of average; Teaching and learning plans of Chinese History Panel are implemented as scheduled; Learning materials are designed and refined to cater for the needs of the students;
Method(s) of Evaluation	Lesson Observation, Exercise Inspection and Participation in co-curricular activities
Evaluation	The teacher designed and implemented quality Chinese History lessons nurturing students' generic skills, values and attitudes. Teacher designed worksheets which effectively catering learner diversity in school. Teacher supported the Chinese History Panel to conduct co-curricular activities and provided after-school learning support group for the students to enhance their subject knowledge.
People Responsible	Ms. Leung Kam Ping (Chinese History Panel Chairperson) and Ms. Chan Kwan Yin (Vice Principal)

Teaching Assistant

Major Area(s) of Concern	Learning and Teaching
Strategies / Tasks	<ul style="list-style-type: none"> To support implementation of School' Major Concerns To support preparation of learning materials To assist arrangement in SBA works and school assessments To help enhance the EMI environment at school To provide support to the curriculum development in the English Panel To help take minutes for other committees and panels
Benefits Anticipated	<ul style="list-style-type: none"> Teachers can concentrate on the design of learning materials, collaborative lesson planning and peer lesson observations More human resource in supporting EMI environment Documents are systematically organized for teachers' reference
Time Scale	1 September 2018 to 31 August 2019
Expenses	\$79,707.82
Success Criteria	<ul style="list-style-type: none"> Teachers produce new learning materials There are more professional dialogues among teachers Systematic organization of learning materials and panel documents Smooth running of activities and supplementary classes Smooth running of SBA works and school assessments
Evaluation	<ul style="list-style-type: none"> He produced new learning materials for the English Panel, supported the preparation of SBA works by arranging the schedule of assessments. He supported the curriculum development of the English Panel by enhancing the systematic organization of learning materials and panel documents. He prepared the materials for the School's Major Concern. He took minutes for English Panel, Curriculum Committee and the Staff Meeting.
People Responsible	Principal, Vice Principal and relevant panel heads

Teaching Assistant

Major Area(s) of Concern	Learning and Teaching
Strategies / Tasks	<ul style="list-style-type: none"> • To support implementation of School' Major Concerns • To support preparation of learning materials • To support and organize co-curricular activities • To provide support to the curriculum development in the Mathematics Panel • To help take minutes for other committees and panels
Benefits Anticipated	<ul style="list-style-type: none"> • Teachers can concentrate on the design of learning materials, collaborative lesson planning and peer lesson observations • More human resource in supporting EMI environment • Documents are systematically organized for teachers' reference
Time Scale	1 September 2018 to 31 August 2019
Expenses	\$186,228.00
Success Criteria	<ul style="list-style-type: none"> • Teachers produce new learning materials • There are more professional dialogues among teachers • Systematic organization of learning materials and panel documents • Smooth running of activities and supplementary classes • Smooth running of SBA works and school assessments
Evaluation	<ul style="list-style-type: none"> • He produced new learning materials for the Mathematics Panel. • He supported the curriculum development of the Mathematics Panel by enhancing the systematic organization of learning materials and panel documents. • He prepared the materials for the School's Major Concern. • He showed great efficiency and in implementing STEM related tasks. • He took minutes for Mathematics Panel, Student Growth Committee.
People Responsible	Principal, Vice Principal and relevant panel heads