

Immaculate Heart of Mary College
Plan on Use of Capacity Enhancement Grant (CEG) 2019 - 2020

No.	Item / Programme	Income	Expenses	Balance
1	Balance c/f	\$1,193,579.89		
2	Grant received	\$634,017.00		
3	Clerical Support Staff to enhance Teachers' Capacity		\$482,290.20	
4	Study Skills Workshops for Senior Form Students		\$40,000.00	
5	Summer Enhancement Class for Junior Forms		\$11,250.00	
6	Tutor for Vocal Courses		\$15,000.00	
7	Tutor for Debate Team		\$10,000.00	
8	Employ a 0.5 CM Teacher and 0.5 TA		\$281,675.89	
9	Employ an Information Technology Assistant (ITA)		\$120,960.00	
10	ITA Salary Reimbursement from the Labour Department	\$48,000.00		
	Total	\$1,875,596.89	\$961,176.09	\$914,420.80

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, administration works on detention class etc. • To provide adequate support for administrative staff
Time Scale	1 September 2019 to 31 August 2020
Resources Required	\$482,290.20
Success Criteria	Reducing the workload of the teachers
Method(s) of Evaluation	Performance report made to the Principal
People Responsible	Mr. Chiu Kok Fai (School Executive Officer)

Study Skills Workshops for Senior Form 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"> • 1 September 2019 to 31 May 2020 (12 classes, 2 lessons per class, 1 hour per lesson)
Resources Required	\$40,000.00
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	Mr. Wong Kit (Vice-principal)

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	July 2020
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	Mr. Wong Kit (Curriculum Committee Coordinator)

Tutors for Vocal Courses

Major Area(s) of Concern	To enhance students' vocal skills for competitions and performances
Strategies / Tasks	1.To provide vocal training for students who participate in The 72 nd Hong Kong Schools Music Festival & The 38 th Graduation & Prize-giving Ceremony 2.To provide support and materials such as scores, piano accompaniment, supporting expenses for The 72 nd Hong Kong Schools Music Festival
Benefits Anticipated	<ul style="list-style-type: none"> To enhance students' vocal skills for competitions and performances To help strive for awards for students and our school in competitions To release workload of teacher-in-charge
Time Scale	September 2019 to July 2020 (after-school vocal courses)
Resources Required	Vocal training (music festival): \$550 x 15 sessions = \$8,250.00 Vocal training (performance in graduation): \$850 x 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 students' performance in the Graduation & Prize-giving Ceremony Achieve student in good results of the 72nd 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 (Music Panel Chairperson)

Tutors for Debate Team

Major Area(s) of Concern	Nurture our young leaders
Strategies / Tasks	The Coach is responsible to drill all the senior members, teach them all the debate techniques, and help them to construct all the arguments and counter-arguments for all the open competitions.
Benefits Anticipated	Students are suggested to grasp all the gists in constructing essential materials and crucial elements for all the competition.
Time Scale	October 2019 to May 2020
Resources Required	\$10,000.00
Success Criteria	Students are supposed to win some awards in all the competition.
Method(s) of Evaluation	Students are asked to write their reflection towards the achievements and limitations in the whole academic year.
People Responsible	Ms. Tsim Siu Wai (Debate Team Advisor)

Mathematics Teacher (0.5) and Teaching Assistant (0.5)

Major Area(s) of Concern	Teaching and Learning and Student Support
Strategies / Tasks	To employ a full time 0.5 teacher in Mathematics and 0.5 Teaching Assistant
Benefits Anticipated	Mathematics Panel and Student Support
Time Scale	1 September, 2019 – 31 August, 2020
Resources Required	\$281,675.89
Success Criteria	<ul style="list-style-type: none"> Support the teaching of F.2 Mathematics Execute the teaching and learning plans of Mathematics Panel Provide administrative support in after-school learning support class Coach the Volleyball during practices Lead the Volleyball Team in competitions
Method(s) of Evaluation	Lesson Observation Book Inspection Volleyball Team Results and Attendance
People Responsible	Mr. Lai Tung Leung and Mr. Chan Tak Wang

Information Technology Assistant

Major Area(s) of Concern	<ul style="list-style-type: none">• Support daily use of IT facilities• Support the implementation of e-learning• Support school multimedia production• Support the maintenance of network security• Maintain the IT infrastructure at school (especially iClass)• Provide technical support in school activities• Managing Computer Room (110) and MMLC after school• Support the implementation of IT development projects
Strategies / Tasks	Employing a full time IT assistant
Benefits Anticipated	<ul style="list-style-type: none">• Minimize the data loss and system failure• Develop a more comprehensive IT environment to support learning and teaching
Time Scale	1 September 2019 to 31 August 2020
Resources Required	\$12,800 x 1.05 x 9 months = \$120,960.00
Success Criteria	<ul style="list-style-type: none">• Failure of each server / system (downtime more than half school day) not exceeding 2 times a year• Network failure (downtime more than half school day) not exceeding 3 times a year• Planned IT development projects are completed on time• eLearning activities are implemented
Method(s) of Evaluation	<ul style="list-style-type: none">• Check the downtime record of school network.• Check the progress of the projects• Check the setting of IT systems• Check the server logs• Observation and iPad booking records
People Responsible	Mr. Lei Wing Kuen and Mr. Shum Chun Yin