

**Christian Alliance Cheng Wing Gee College
Capacity Enhancement Grant (CEG)
Plan on Use in 2018-19**

Means by which teachers have been consulted : Opinion consulted from subjects

No. of Operating Class : 24

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated (e.g. In what way teachers' workload is alleviated)	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
中國語文教育： 1. 課程設計	1.1 協助中國語文科教師訓練學生口語，尤其是中三、六公開試級別 1.2 協助中國語文科教師推行各類語文科活動	為中國語文科教師聘任教學助理一名	1. 減輕中國語文科教師非教學工作，使老師專注發展教學、課程及照顧學生學習差異 2. 協助管理及保存校本評核的各項紀錄	2018年9月至 2019年8月	教學助理全年薪金 每月薪金\$18,000及強積金5% 總金額 =\$18,000x105%x12 =\$226,800	1. 中國語文科教師的非教學工作得以減輕 2. 分配的工作能於指定時限內完成 3. 已完成的工作數量及質量均符合中國語文科教師的要求	中國語文科主任及任教老師對教學助理工作表現的考績問卷	中國語文科科主任: 馮偉樂老師
2. 校本評核	2. 協助中國語文科教師跟進「系統性評估」及「校本評核」之行政安排							
3. 科目行政工作	3.1 協助中國語文科教師科本考試行政安排及撰寫會議記錄 3.2 協助中國語文科教師處理一般文書工作							

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Mathematics Education:								
1. Curriculum development	1. To develop teaching materials and IT resources	To employ ONE teaching assistant to assist teachers of the Mathematics panel in the task areas concerned	1. Teachers to be relieved of some workload in preparing teaching materials	From Sep 2018 to Aug 2019	Salary of the TA for the year-	1. Teaching materials and IT resources are made up for teachers to use in daily teaching	1. Performance appraisal by the subject panel head and members	Head of the Math Panel: Mr. Tang Chun Wai
2. Coping with the diverse and special learning needs of students	2.1 To provide remedial teaching for low-achievers 2.2 To conduct HKMO training for those top-notch Ss		2. Students' different learning needs to be met 3. Teachers to be relieved of some non-teaching duties		\$15,735 per month with 5% mandatory provident fund : \$15,735x105%x12 months = \$198,261	2. Students taking part in the remedial program show progress in the performance of regular tests and examinations 3. Panel's work is well-documented	2. Evaluation over HKMO participation and performance	
3. Subject administration	3. To document the panel's work and do the secretarial work in meetings		4. Teachers to be relieved of extra workload in training more capable students			4. Minutes of meetings are prepared within two weeks after the meetings 5. More capable students show interest in the training and progress in the performance		

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中國語文教育： 1. 課程設計	1.1 協助課程小組設計初中課程框架 1.2 負責專項教材制作：語文知識、文言文常識、文化常識 1.2 支緩教學，任教兩班，令課程小組成員減一班教學，專心課程工作	聘任一位老師負責教學及課程小組工作	1. 減輕課程小組成員的教學工作，使老師專注發展教學、課程及照顧學生學習差異 2. 協助小組設計課程、製作教材 3. 中六級會議規劃分工，老師負責指定卷別的拔尖工作	2018年9月至 2018年11月	老師三個月薪金 每月薪金\$26,000及強積金5% 總金額 =\$26,000x105%x3 =\$81,900	1. 減輕課程小組成員的教學壓力 2. 能支援課程小組的不同任務 3. 製作不同的課程教材	1. 課程小組之會議紀錄 2. 各類教材	中國語文 科科主任： 馮偉樂老師
2. 協助中六拔尖補底	2.1 協助中六級閱讀卷之拔尖工作							

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Music Education: 1. Singing skills development	1.1 To arrange more practice sessions for the school choir	1. To employ ONE external tutor to conduct the singing practice sessions during lunch time and after school	1. Music teacher to be relieved of some workload in conducting practice sessions so as to spend more time on designing the music lessons and music curriculum	From Sep 2018 to Jul 2019	1. Expense of 40 practice sessions for school choir and 25 practice sessions for elite students = \$55,000	1. Music teacher's workload is reduced and can focus on design of music lessons, development of curriculum, administrative work, attendance rate, students' and discipline, organizing performance etc.	1. Feedback from Music teacher, external tutors and students	Head of Music Panel: Ms. Kai Yi Ni
	1.2 To offer solo/duet vocal and Capella training to elite students in singing							
2. Orchestral Training	2.1 To arrange more practice sessions for the school orchestral	2. To employ ONE external tutor to conduct the practice sessions for the school orchestral during lunch time and after school	2. More training and rehearsal sessions of good quality can be conducted		2. Expense of 40 practice sessions for school orchestral = \$45,000	2. Students are able to perform on stage with satisfied standard and quality, and take part in the inter-school music competitions e.g. Hong Kong Schools Music Festival.	3. Participation rate in interschool music competitions 4. Performance in interschool music competitions	