

Yuen Long Public Secondary School
Plan on the Use of Capacity Enhancement Grant in the 2024/25 School Year

Item	Details	Time Frame	Budget	Success Criteria	Method(s) of Evaluation	Person-in-charge
To relieve teachers' workload so that teachers can concentrate on curriculum development, and better cope with learning needs of students.	<ul style="list-style-type: none"> To employ three teaching assistants (TA in Chinese, TA in English and TA in Science/ ECA) to provide support to teachers in L&T, OLE and administrative work. To implement the curriculum plans, e.g. to organize learning activities, revise learning materials and evaluate the learning process and outcomes. To carry out administrative work, such as issuing absence and lateness notices, issuing ECA letters to parents and escorting students to participate in outdoor activities. 	From September 2024 to August 2025	Salary + MPF of TAs for 34 months: \$18,895 x 34 x 1.05 = \$674,551.5	70% of teachers agree that their administrative workload is relieved, and TAs can give support to L&T and OLE.	Teacher Survey	CHAN Wai-leong

*The allocation of CEG for 25 classes in the 2024/25 school year is \$676,944.00

Endorsed by SMC Chairman



Ms. KL CHAN
8 Nov 2024