

EVALUATION ON THE USE OF CAPACITY ENHANCEMENT GRANT

2022-23



Sir Ellis Kadoorie (S) Primary School

Evaluation on the Use of Capacity Enhancement Grant (2022-2023)

Number of operating classes: 20

Estimated amount of the Grant: **\$652,399.00**

Purposes: 1. Relieve teachers' burden on non-teaching duties so as to enhance students' learning

2. Develop students' talent in different areas

Objectives	Strategies	Performance Indicators	Schedule	Budget	Actual Expenses
1. To relieve non-teaching duties from teachers so that they can concentrate more on their teaching	<p>Employment of 1 teaching assistant</p> <p>Handling non-teaching administrative work such as input of student data, fees collection, decoration bulletin boards, photo and video shooting, making of teaching aids etc.</p>	<ul style="list-style-type: none"> Teachers agreed that non-teaching administrative duties are relieved which allow them more time to concentrate on preparation work for teaching and learning. 	1 school year (9/2022-8/2023)	Estimated Salary of 1 teaching assistant: \$17,500.00×12×1.05 =\$220,500	<p><u>September – August Salary</u></p> <p>\$18,406.50×12 = \$220,878 (MPF 5% included)</p>
2. To provide whole- person development to students so that they can stretch their potentials	<p>Employment of 1 drama education coach</p> <ul style="list-style-type: none"> Provide coaching to students, prepare students for performances and competitions. 	<ul style="list-style-type: none"> The teams successfully formed and perform during school functions such as Christmas parties, and/or prize giving ceremony, graduation ceremony. Pupils entering inter-schools competitions. Pupils multiple intelligence are enhanced. 	10 months (9/2022-6/2023)	Estimated coach fee: \$1150/hr x 10 hrs /month x 10 months = \$115,000	Coach Fee in total \$107,400

<p>3. To provide English language support to upper primary students.</p>	<p>Employment of 1 ELTA (English Language Teaching Assistant)</p> <ul style="list-style-type: none"> ● To provide Native English Teacher service to pupils of P4-6 on language arts ● To hold English language activities during extra-curricular lessons, and recess. ● To assist in the teaching of choral speaking and solo verse speaking 	<ul style="list-style-type: none"> ● To provide a language rich environment ● To hold English activities with local English teachers ● Pupils will be able to complete tasks on language arts ● Pupils entering inter-schools competitions ● Pupils perform during school functions 	<p>10 months (10/2022-7/2023)</p>	<p>Estimated fee: \$33,000 x 10 = \$330,000</p>	<p><u>ELTA service</u> \$39,800 x 7 months = \$278,600</p> <p>(The service began in January, 2023)</p>
					<p>Expense Total as at 31 August: \$606,878</p>

Evaluation on the Use of Capacity Enhancement Grant 22/23

Item 1: Employment of 1 Teaching Assistant

Strategies:	<ul style="list-style-type: none"> ● Handling non-teaching administrative work such as input of student data, fees collection, decoration bulletin boards, photo and video shooting, making of teaching aids etc.
Performance Indicator:	<ul style="list-style-type: none"> ● Teachers agreed that non-teaching administrative duties are relieved which allow them more time to concentrate on preparation work for teaching and learning
Evaluation:	<p>The teaching assistant provided adequate support to teachers with non-teaching workload such as: input daily attendance record and information regarding students on sick leave, lunch ordering or cancellation information. She also assisted in taking up daily anti-epidemic measures work such as collection of daily RAT results of students, report to CHP for any COVID-19 infected cases and distribution of face masks or RAT kits sponsored by the government or any outside organizations during the period. She assisted teachers in getting quotation of purchase of costumes for student performance. She also answered telephone calls from parents regarding informing school sick leave of their child and other general enquiries.</p> <p>It was observed by teachers that the teaching assistant was able to carry out her work with high efficiency. She was helpful and caring to students and patient to answer parents' enquiries. She helped to handle non-teaching daily works of teachers thus</p>

	allowing more time for teachers to cater the needs of students and prepare for their teaching work. In general, teachers are very satisfied with her work. They agreed that the use of fund to employ non-teaching staff to carry out non-teaching administrative duties is appropriate.
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Item 2: Employment of 1 drama education coach

Strategies:	<ul style="list-style-type: none"> ● Provide coaching to students, prepare students for performance and competition.
Performance Indicator:	<ul style="list-style-type: none"> ● The drama team successfully formed and perform during graduation ceremony ● Pupils entering Hong Kong School Drama Competition. ● Pupils multiple intelligence are enhanced.
Evaluation:	<p>Training by the coach was arranged two times a week from December to June. Students who joined the school drama team received training on basic principles and practices on drama.</p> <p>According to the evaluation conducted, all teachers agreed that students showed interests in participation. Their potentials in music and drama were developed. They were more confident in participating in performance with the training provided by coaches. With the support by the school, the school drama team performed well in the Graduation Ceremony in July. The drama team also received a number of awards in Hong Kong School Drama.</p> <p>Teachers agreed that the use of fund to employ coaches to provide coaching to develop students' potential in music and drama is appropriate.</p>

Item 3: Employment of 1 ELTA (English Language Teaching Assistant)

Strategies:	<ul style="list-style-type: none"> ● To provide Native English Teacher service to pupils of P4-6 on language arts ● To hold English language activities during extra-curricular lessons, and recess. ● To assist in the teaching of choral speaking and solo verse speaking
Performance Indicator:	<ul style="list-style-type: none"> ● To provide a language rich environment ● To hold English activities with local English teachers ● Pupils will be able to complete tasks on language arts ● Pupils entering inter-schools competitions ● Pupils perform during school functions
Evaluation:	The quotation for the service was conducted and scheduled to start in the first term. However, due to the time required in processing the tender documents and the preparation work was longer than planned, the service started in January.

	<p>Meetings on collaborate lesson planning with ELTA and P.4-6 English teachers were conducted by level. The ELTA conducted Extended Literacy Programme (ELP) reading and writing lessons with P4-6 students. The English subject panels worked closely with the ELTA to ensure the teaching quality under the supervision by Deputy Headmaster.</p> <p>In general, English teachers found lessons provided by the ELTA beneficial to the students. They were given the opportunities to learn English from English native speaker. The lessons conducted by the ELTA were well-structured. She led the students in brain-storming for ideas in writing and also the language aspects. Students participated actively in the ELTA lessons.</p> <p>The P.4-P.6 English teachers agreed that the use of the fund to employ an ELTA to conduct reading and writing programme for upper primary students is appropriate.</p>
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