

EVALUATION ON THE USE OF CAPACITY ENHANCEMENT GRANT

2023-24



Sir Ellis Kadoorie (S) Primary School

Evaluation on the Use of Capacity Enhancement Grant (2023-2024)

Number of operating classes: 18

Estimated amount of the Grant: **\$610,201.00**

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	Employment of 1 teaching assistant Handling non-teaching administrative work such as input of student data or record of sick leave, answering parent enquiries, taking care of sick students, assisting teachers in school admission and preparing quotation.	<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 (9/2023-8/2024)	Estimated Salary of 1 teaching assistant: $\$18,500.00 \times 12 \times 1.05$ = \$233,100	<u>September – August Salary</u> $\$18,345.00 \times 12 \times 1.05$ = \$231,147 (MPF 5% included)
2. To provide English language support to upper primary students.	Employment of 1 ELTA (English Language Teaching Assistant) <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 	10 months (9/2023-6/2024)	Estimated fee: $\$39,800.00 \times 10$ = \$398,000	<u>ELTA service</u> $\$39,800 \times 10$ months = \$398,000
					Total Expenses as at 31 August: \$629,147.00

Evaluation on the Use of Capacity Enhancement Grant 2023-2024

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 of student data or record of sick leave and lunch cancellation, daily attendance record, taking care of sick students, assisting teachers in school admission. She also assisted teachers in getting quotation and follow-up the delivery of the printed items including the printing of red-packets for all students, PTA newsletter and school publications. She also answered telephone calls from parents regarding informing school sick leave of their child and other general enquiries from the public. In major school activities such as Graduation Ceremony and P1 Pathfinder Programme, she assisted the preparation work of guest reception.</p> <p>It was observed by teachers that the teaching assistant was very able to carry out her work with high efficiency. She was always helpful and caring to students and patient to answer parents' enquiries. Her effort in helping teachers handle non-teaching daily works allowed teachers to have more time to cater for the needs of students and prepare for their teaching work.</p> <p>Teachers were very satisfied with her excellent work performance. Teachers agreed that the use of fund to employ non-teaching staff to carry out non-teaching administrative duties is appropriate.</p>

Item 2: 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:	<p>Meetings on collaborate lesson planning with ELTA and P.4-6 English teachers were conducted by level as scheduled. 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 prepared appropriate teaching materials and led the students in brain-storming for ideas in writing and also the language aspects. Students of different levels 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>