

Plan on the Use of Capacity Enhancement Grant in the 2022/23 School Year

Name of School: ELCHK Lutheran Academy

Our School has read and understands the ground rules and procedures in the utilization of the Capacity Enhancement Grant (CEG). The following plan on the use of the CEG is drawn up after full consultation with teachers:

Item	Details	Time Frame	Budget	Evaluation Criteria (Indicator)	Responsible Party
<p>To relieve teachers' workload so that teachers can concentrate on:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Curriculum development <input checked="" type="checkbox"/> Enhancing students' language proficiency <input checked="" type="checkbox"/> Coping with learning needs of students <input type="checkbox"/> Others (Please specify) 	<ul style="list-style-type: none"> ● To employ: <ul style="list-style-type: none"> ✓ Six (Year 1 to Year 6) education assistants to provide support to primary school teachers and one ELA Teaching Assistant ✓ Two education assistants to provide inclusive learning support to the secondary students, and Two teaching assistants to provide support to secondary school Chinese language and Mathematics teachers <p>Their duties include:</p> <ul style="list-style-type: none"> ❖ co-teach lessons to cater for learner diversity and enhance students' language proficiency ❖ preparing additional materials for language support ❖ individual support to students ❖ administrative support to subject teachers ❖ cover for teachers who are absent <ul style="list-style-type: none"> ● To finalize curriculum plans requiring the support of the education assistants ● To implement the curriculum plans: <ul style="list-style-type: none"> ✓ to organize learning activities ✓ revise learning materials ✓ prepare additional learning materials to cater for learner diversity ✓ evaluate the learning process and outcomes 	<p>From 01.09.2022 to 31.09.2023</p>	<p>Primary school: \$659,520</p> <p>Secondary school: \$393,084</p>	<p>Teacher Questionnaires – over 70% of teaching staff agreed relevant strategies have:</p> <ul style="list-style-type: none"> ● Facilitated better arrangements in the organization of learning activities, e.g. language activities like spellings, guided reading, math activities, structured inquiry through research, collaborative thinking, brainwriting, concept mapping, project learning and reflection ● Raised students' interest, and the learning needs of students had been taken care of in the above learning activities ● Enhanced capacity of teachers to concentrate on curriculum development and enhancement of learning and teaching 	<p>Primary School:</p> <p>Mr. Neil JOHNSTONE Ms. Jody TAM Ms. Julia ENG</p> <p>Secondary School:</p> <p>Mr. Matthew Li Ms. Clarice CHEUNG</p>