

PLK HKTA YUEN YUEN PRIMARY SCHOOL

Use of Capacity Enhancement Grant Plan

2024-2025



PLK HKTA Yuen Yuen Primary School
Plan on Use of Capacity Enhancement Grant (2024-2025 school year)

Means by which teachers have been consulted: At staff meeting

Task Area	Major Area(s) of Concern	Time Scale	Strategies/Tasks	Benefit Anticipated	Success Criteria	Method	Resources	People Responsible
Recruitment of 2 Support Staff (SS)	Reducing teachers' workload on non-teaching tasks to enhance focus on teaching and lesson design	09/2024 - 08/2025	<ul style="list-style-type: none"> • Assist in stocking teaching aids. • Assist in preparing teaching materials. • Assist in arranging classroom activities. • Assist in checking the attendance records of extracurricular activities (ECAs). • Perform Saturday duties related to school affairs. 	The overall workload of teachers will be alleviated.	70% of teachers agree that the workload of the teachers has been reduced	Feedback on learning and teaching at the year-end staff meeting	Salary of 2 Support Staff for 12 months and MPF contribution: = \$309,561.00	Vice Principals
Recruitment of 1 teacher assistant (TA)	Reducing the burden of lesson substitution and non-teaching duties on teachers		<ul style="list-style-type: none"> • Substitute lessons when teachers take leaves • Assist in VA lessons • Assist in preparing teaching materials 				50% of the salary of 1 Teacher assistant for 12 months and MPF contribution : = \$100,800.00	

Recruitment of 2 Information Technical Support Staff (ITSS)	Providing adequate it support for teaching staff		<ul style="list-style-type: none"> • Provide IT support for teachers during lessons and activities • Assist in managing school IT support 	School activities and lessons will be able to run smoothly	70% of teachers agree that lessons and activities can be conducted smoothly with the assistance of IT support staff		Salary of 2 TSS for 12 months and MPF contribution: =\$496,632.77	
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Budget:

Income: \$877,125.00

Balance brought downward from previous year: \$10,771.72

Expenditure: Recruitment of 2 Supporting Staff, 1 Teacher Assistant (50% of the salary), 2 ITSS
 $\$309,561.00 + \$100,800.00 + \$496,632.77 = \$906,993.77$

Balanced carry forward to next year: $\underline{\$877,125.00} - \$906,993.77 = (\$9,097.05)$

*The projected deficit will be covered by school funds.