

CHEUNG CHUK SHAN COLLEGE

Plan on the Use of Capacity Enhancement Grant for 2020-2021

Learning & Teaching

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Teacher-in-charge
Arranging Note Processing Skills Workshop in S1	Equipping S1 students with the basic skills for active learning through note processing skills	<ul style="list-style-type: none"> ▪ Understand the format of a notebook for effective note taking ▪ During lesson: the listening cues and shorthand tips and technique ▪ After lesson: how to use appropriate “Graphic Organizer” to revise and summarize what they have learnt during lessons to make effective notes ▪ Understand and apply 3R framework 	Participants’ skills in active learning can be enhanced	Sessions 1, 2, 3 (October to December)	<ul style="list-style-type: none"> ▪ Student workbook ▪ Follow up exercise ▪ Course fee: \$22,000 	At least 75% of participants agree the programmes foster their active learning skills	<ul style="list-style-type: none"> ▪ Student questionnaires ▪ Feedback from participants, teacher-in-charge and other teachers involved (if any) 	CK Chow

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School Administration

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Creating more space and time for the Assistant Principals and SGM teachers of relevant subject panels	Reducing the teaching workload of the Assistant Principals and SGM teachers concerned	2 contract teachers to be employed to take over some lessons of the Assistant Principals and SGM teachers concerned	The Assistant Principals and the SGM teachers concerned can complete new administrative work assigned to them or have enough time to handle their administrative tasks more effectively	1 Sept 2020 – 31 Aug 2021	Part of the salaries of the 2 contract teachers: Maths teacher – (\$38,595 + \$1500 [for MPF] × 10 months [Nov 2020 – Aug 2021]) + BAFS & Economics teacher – (\$36,765 + \$1500) × 6 months [Mar – Aug 2021] = \$630,540	The Assistant Principals and the SGM teachers concerned completing new administrative tasks or having enough time to handle their administrative tasks more effectively	Feedback from Mr. Au Yeung, Miss Szeto, Mrs. A Ng, Mr. Mak, Mr. So and Mr. WS Lam	Miss R Lam

