

Plan on the Use of Capacity Enhancement Grant in the 2024/25 School Year

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Name of school: **Tin Shui Wai Government Secondary School**

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)	People Responsible
<p>To relieve teachers' workload so that teachers can concentrate on:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Curriculum development <input 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 3 Teaching Assistants to provide support to teachers • Duties include the production of teaching materials, assisting in ECA activities, implementing the curriculum plans (e.g., organizing learning activities, revising learning materials, and evaluating the learning process and outcomes, etc.). 	<p>From Sep 2024 to Aug 2025</p>	<p>\$ 630,693 (\$ 16,685 x 12 x 1.05 x 3)</p>	<ul style="list-style-type: none"> • Survey to be conducted in late June, 2025 • More than 70% of teachers agree that their non-teaching workload has been reduced 	<p>Assistant Principal and Clerical Officer</p>