

HKMA David Li Kwok Po College
Incorporate Management Committee 2019/20
Work Plan on the Use of the Capacity Enhancement Grant 2019/20

Our school has read and understands the ground rules and procedures in the utilization of the Capacity Enhancement Grant (CEG).

Item	Details	Time Frame	Budget	Evaluation Criteria (Indicator)	Responsible Party
To relieve teachers' workload so that teachers can concentrate on curriculum development, organizing various life-wide learning activities, and coping with the diverse and special learning needs of students with varied abilities	To employ four teaching assistants (two Chinese TAs, one English TA and one Mathematics TA) to assist teachers in <ul style="list-style-type: none"> • preparing teaching materials and; • other teaching related tasks, such as running after-school learning activities and enrichment/tutorial programmes 	From 1 September 2019 to 31 August 2020	\$ 840,000	Teacher feedback — Teachers of the subjects concerned agreed that the strategies: <ul style="list-style-type: none"> • have enhanced capacity of teachers to concentrate on curriculum development and enhancement of learning and teaching • have facilitated better arrangements in the organization of learning activities • have better catered for the learning needs of students with varied abilities 	<ul style="list-style-type: none"> • Head of Chinese Department • Head of English and French Department • Head of Mathematics Department