

**HKMA David Li Kwok Po College**  
**Plan concerning the use of the Capacity Enhancement Grant 2013-2014**

<b>Task Area</b>	<b>Major Area(s) of Concern</b>	<b>Implementation Plan</b>	<b>Benefits Anticipated</b>	<b>Implementation schedule</b>	<b>Resources Required</b>	<b>Performance indicators</b>	<b>Assessment Mechanism</b>	<b>Person-In-Charge</b>
The diverse special learning needs of students	This builds upon previous work done over a number of years whereby a framework was created that addressed the following: To identify clientele that needed help, To be timely, To show intervention, To have close monitoring. There is a need within the College to employ a staff member, trained in meeting the needs of both gifted students and those with learning difficulties. The employment of a single, experienced and suitably qualified staff member can help in the reduction of teachers' workload within the Guidance-counseling and Discipline teams.	To continue to employ one fully experienced school counselor to work full time at the College concerning the following main tasks:	Teachers can reduce their workload in handling such students via this scheme and follow-up programs.  The use of a trained specialist can help teachers in their communication with parents. Teachers can then concentrate upon other, core activities, such as classroom teaching.  A specialist is also required so that the time allocated to students in need can be used effectively. Having a trained and experienced specialist is of prime importance.	An implementation framework was initially developed in 2004/05 and has been revised in subsequent years owing to both the success and importance of previous work done.  The plan has been further revised/adapted this year.	The employment of a full time Senior School Counselor.  The cost of which = (monthly salary x 12), plus MPF (15,000), plus pension scheme  The resources spent on this area are in excess of the funds allocated by the CEG	1. At least 20 students have been identified and have received individualized support	EIS data	Mr. Nicholas Puiiu, Principal of the School

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	<p>This area has been the focus of previous CEG's for three main reasons:</p> <p>It is an area that if not using an external specialist, will dramatically add to staff workloads. This particular area has become an important part of the College's work, particularly as academic demands created by a new curriculum increase upon both staff and students. Previous success in this area has proven that money spent on this initiative is indeed money well allocated as implemented tasks are properly achieved.</p>	1. to use an established framework with clear procedures to identify and assist students who are either gifted or have learning difficulties. That is, via the Early Identification Scheme (EIS).		Remedial programs, an individual education plan (IEP) for students with learning difficulties and the development of enrichment activities by individual teaching departments		2. A decline in the rate of such students missing homework, and failing to meet promotion criteria.	Promotion and homework data	DP (AA) AP (SA) EIS Coord'
		2. to work with both the College's Academic Affairs and Guidance and Counseling teams to develop criteria that	Students with varied abilities requiring attention can be identified as soon as possible	Follow-up and monitoring of student progress throughout the school year.		3. Improved academic attainment by this group of students	Self-evaluation by the School Counselor	
		3.to collaborate in the organization of both remedial programmes and programmes that meet the needs of students who require more individual help.	Not only can teacher workload be reduced, but the strategies developed can be more reflective of a wider range of opinions.	Creating parent workshops throughout the whole school year.				

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	Information gained from our participation in APASO and from the SSE process indicates that as improvement is being made, the allocation of resources to this area is becoming more and more important, particularly in view of the Major Concerns as indicated by the College's Development Plan. The College is finding that disciplinary problems are not frequent though students are more likely to require counseling for problems related to study skills, thus the need for individual counseling. This was very much evident during the previous year in terms of the nature of the work required of the School's Counselor.	<p>4. to work collaboratively with the parents of these students to maintain and evaluate their progress</p> <p>5. to support parents through counseling meetings and "Parent Education" workshops. This is in line with the College's School Development Plan 2012-2015.</p> <p>To work with the staff member designated as being the head of the EIS Committee.</p> <p>To guide students who may be finding it difficult adapting to the demands of senior study.</p>	<p>The school will create a better studying atmosphere and a more effective educational environment. Students will understand their own educational needs and abilities as a result.</p> <p>Better communication with parents who have students with individual needs. This can lead to a 'multi-pronged' approach, employing efforts at both home and school.</p> <p>Students who are at 'academic risk' can receive more individual attention and be less likely to be in danger of repeating</p>	Individual meetings (amongst Parents/Teachers /School Counselor/Students) to be held throughout the whole school year, particularly when students are identified as having problems.		<p>4. Enhanced parents', teachers' and students' own awareness of their needs and competence.</p> <p>5. Having clear procedures for identifying both struggling students, and students who require acceleration and an overall plan for each of the students concerned.</p>	<p>Evaluation by teachers and by the school Principal</p> <p>Self-assessment by such students and their parents</p>	<p>DP (AA) AP (SA) EIS Coord'</p>