

Plan on Use of Capacity Enhancement Grant (2007-2008)

Name of School: Pope Paul VI College

Means by which teachers have been consulted: Subject panel meetings and staff meetings, plans proposed by subject panel chairpersons

No. of operating classes: 31

1. English Language

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementati on Schedule	Resources Required	Success Criteria	Method(s) of Evaluation	People responsible
Enhancement of students' English proficiency	To enhance the English proficiency of the more able students of English (S.1-S.3)	To employ three part-time teaching assistants to conduct enhancement courses for S.1-S.3 students on 20 Saturday mornings	The English language skills of the more able students will be elevated	From October 2007 to May 2008	Salary of the three part-time teaching assistants - \$210 per session (including 5% MPF) per teaching assistant for 20 sessions Total: \$12,600	Most students find the course useful in helping them to make further progress in English	-Feedback from the English teachers and the teaching assistants. concerned -Feedback from students – evaluation tools to be completed by students each term	English Panel Chairperson - Mrs. Tso

<p>Coping with the learning needs of S.1 students (bridging course)</p>	<ul style="list-style-type: none"> -To help S.1 students adapt to a new learning environment -To help students develop the ability to use English as the medium of learning -To equip students with learning strategies for effective learning in an EMI school -To arouse students' interest and help build up their confidence in using English to communicate with others 	<p>To organize a 4-day (2 hours per day) bridging course for pre S.1 students in summer</p>	<ul style="list-style-type: none"> - Students will be familiarized with the new learning environment - Students will have more confidence in using EMI subjects 	<p>4 days in mid August 2008</p>	<p>Salary of 5 tutors- \$1,000 per tutor Total: \$5,000</p>	<p>Students' fluency and confidence in speaking English is enhanced</p>	<p>Evaluation tools to be completed by both students and tutors</p>	<p>English Panel Chairperson – Mrs. K. Tso and Junior Form Co-ordinator – Mrs. V. Yeung</p>
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2.. Chinese Language

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Success Criteria	Method(s) of Evaluation	People responsible
Enhancing students' Chinese language proficiency and coping with students' diverse learning needs	1.To enhance the basic speaking skills of S.1 students	To employ qualified tutor(s) from relevant educational center to conduct workshop for all S.1 students	Students will possess the basic speaking skills to communicate their thoughts and ideas more effectively.	From September 2007 to May 2008 Each workshop consists of four 90-minutes sessions	Fee for the training workshop- \$32,000	Students show improvement in their skills of speaking and oral communication	-Feedback from students - Feedback and evaluation from the course tutor	Chinese Language Panel Chairperson - Mrs. J. Wong
	2. To enhance the reading and writing skills of S.2 and S.3 students	To arrange a 12-hour workshop for S.2 and S.3 students	- Students' interest in reading and writing will increase - Students will master the two language skills better with increased attention and learning opportunities	From January to March 2008 The workshop will be held on Monday after school (3:55-5:25p.m.)	Salary of the workshop tutor- \$1,050 per session (including 5% MPF) for 12 sessions Total:\$8400	Students show improvement in their reading and writing skills	-	

	3. To enhance the reading and speaking skills of students to be promoted to S.4	To arrange a summer course (conducted by the teacher assistant) for all students who are to be promoted to S.4	Students' reading and speaking skills will be consolidated and they will be better prepared for the S.4 curriculum	From 15-7-08 to 25-8-08	Salary of the teacher assistant	Students find the course useful in helping to consolidate their reading and speaking skills	-Evaluation and feedback from the teacher assistant -Feedback from the student participants	
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3. Mathematics

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Success Criteria	Method(s) of Evaluation	People responsible
Coping with special learning needs of students (remedial classes for S.2, S.3, S.4 and S.6)	<ul style="list-style-type: none"> -To help the weaker students to master the basic Mathematics concepts and skills and present their work more logically - To help the weaker students to cultivate interest and confidence in learning Mathematics 	To employ 6 part-time teaching assistants to conduct remedial classes for 5 groups of S.2-S.4 students and 1 group of S.6 students (students in the Arts stream taking Maths. & Statistics) (15 students in each group) on 15 Saturdays	<ul style="list-style-type: none"> -The weaker students can grasp the basic skills in learning Mathematics and are able to keep up with the lessons -The teachers of S.2- S.4 and the teacher teaching S.6 Maths. & Statistics can run the lessons for the whole class more smoothly 	<ul style="list-style-type: none"> - From October 2007 to June 2008 on 15 Saturdays (7 in the 1st term and 8 in the 2nd term) - Time for each session: 2 hours (9:30a.m. - 11:30a.m.) 	Salary of the 6 teaching assistants- \$315 (including 5% MPF) per session per teaching assistant for 15 sessions i.e. \$315x6x15 Total: \$28,350	<ul style="list-style-type: none"> - The average attendance rate of the student participants is more than 75% - Improved students' performance in Mathematics as reflected by their results in examinations - 50% passing rate 	<ul style="list-style-type: none"> - Attendance record - Feedback from teachers and students - Examination results 	One Mathematics teacher from each form (S.2 –S.4 and S.6)

Coping with special learning needs of less able students (consolidation course for students promoted to S.2/3/5)	- To help the less able students to understand the basic Mathematics concepts well and present their work more logically before proceeding to a high form	To employ 4 part-time teaching assistants to teach 4 groups (each group with 15 students) of less able students (those who are to be promoted to S.2-S.5) for 2 weeks during the summer holidays	The less able students can consolidate the basic Mathematics concepts and skills learnt before and can keep up with the lessons in the higher forms	2 weeks from mid to late July 2008 (Monday to Friday, 9:30a.m. - 11:30a.m.)	Salary of the 4 teaching assistants- \$315 (including 5% MPF) per session per teaching assistant for 10 sessions i.e. \$315x10x4 Total: \$11,340	- The average attendance rate of the student participants is more than 75% - 60% of the student participants pass in the quiz in the new school term	- Attendance record - Feedback from teachers and students involved - Quiz results	Mathematics Panel Chairperson - Mrs. R. Chan
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Coping with the learning needs of the S.1 students (bridging course)	To help S.1 students to consolidate the Mathematics concepts and skills they learned in P.6 so that they will be better prepared to learn the subject at a higher level	To employ 5 part-time tutors (through qualified educational centre) to conduct a 5-day bridging programme for pre S.1 students during the summer holidays	<ul style="list-style-type: none"> - The students will adapt better to the new school learning environment -The pre S.1 students will manage better the basic Mathematics concepts and skills learned in P.6 and will be able to apply them in coping with the S.1 Math. syllabus - The students will understand the lessons better, especially the Mathematics terms in English - The S.1 teachers can conduct their lessons more smoothly and can spend more time on developing effective learning and teaching strategies for their classes 	Five days in Mid August 2008 (9:30a.m. - 11:00a.m.)	Salary of the 5 tutors- \$ 600 (including 5% MPF) per session per teaching assistant for 5 sessions i.e. \$600 x 5 x 5 Total: \$15,000	<ul style="list-style-type: none"> - Positive comments from the teachers and students involved - 90% of the students pass in the revision quiz in the new school term 	<ul style="list-style-type: none"> - Evaluation by students and the teachers concerned - Result of the revision quiz 	S.3 and S.4 Form Co-ordinators
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4. Science Key Learning Areas

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Success Criteria	Method(s) of Evaluation	People responsible
Copying with students learning diversity	- To relieve teachers' workload in dealing with students' learning diversity so that they can concentrate on curriculum development, lesson preparation and marking of students' assignments	To employ science tutors to conduct one/two 1.5/1-hour tutorial session(s) weekly for each of the following: - S.4 -S.7 Physics - S.4 –S.7 Chem - S.4 & 6 Biology - S.2 Integrated Science	- Relieving teachers' workload in catering to the learning needs of the less able students outside school hours - The learning needs of the less able students are taken care of	- S.7 Sept.2007 to Feb.2008 - S.5 Sept. 2007 to April 2008 - S1,2,4,6 Oct. 2007 to May 2008	Salary of the tutors (including 5% MPF): - S.7- \$ 11,812.5 S.6 - \$8032.5 S.5- \$21026.25 S.4 - \$15592.5 S.1,2 - \$6615 Total: \$63,079	- Tutors motivate students to learn and cater for their learning needs - Students attending the tutorial sessions show improvement in assignments and other forms of assessment - Teachers' workload in conducting tutorial sessions outside school hours is relieved	- Students' feedback on tutors' teaching performance - Teachers' feedback on students' performance in assignments and other forms of assessments - Teachers' feedback on the time and frequency that they spend on conducting tutorial sessions outside school hours	Mrs. P. Ng Mrs. S. Ng Miss G. Lee Mrs. C. Chu

5. History

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Success Criteria	Method(s) of Evaluation	People responsible
Coping with special learning needs of students	<ul style="list-style-type: none"> - To assist S.4 students who are weak in the subject to develop effective study skills, especially in answering data-based questions (DBQ) - To relieve S.4 History teachers' workload by catering to the needs of students who have poor performance in the subject 	<ul style="list-style-type: none"> To employ two teacher assistants to give tuition on Saturday mornings. The teacher assistants will help the students in the following ways: <ul style="list-style-type: none"> - revision of textbooks and notes - vocabulary practice on DBQs and essay writing 	<ul style="list-style-type: none"> - Students will show improvement in the final examination - Te workload of S.4 History teachers will be relieved 	<ul style="list-style-type: none"> - Tuition on 5 Saturday mornings in April and May 2008 (5/4, 12/4, 19/4, 26/4, 3/5) Time: 10:00am – 12:00a.m. 	Salary of the two teacher assistants: - \$300 per session for 5 sessions \$1,500x2 Total: \$3,000	<ul style="list-style-type: none"> - 80% attendance rate - Improvement of students in their understanding of areas revised - Improvement in answering DBQs and essay questions - Improvement in dictation of vocabulary 	<ul style="list-style-type: none"> - Record of attendance - Students' performance in written assignments - Feedback from teacher assistants through evaluation report - Feedback from students through questionnaires - Results in the final examination 	History Panel Chairperson - Miss A. Leung

6. Study Skills

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Success Criteria	Method(s) of Evaluation	People responsible
<p>Coping with students' learning needs</p> <p>- After-school tutorial sessions for S.1</p>	To help S.1 students develop good study habits	To employ 5 part-time tutors to conduct a 1.5-hours after-school tutorial class on every Friday	<p>-Students will develop good study habits (such as time management, self-study, completion of homework on time and etc.) and be able to study independently</p> <p>-The workload of the S.1 class teachers is relieved with the help of the tutors</p>	From October 2007 to May 2008 (15 weeks)	<p>Salary of the 5 part-time tutors- \$ 210 per session (including 5% MPF) per tutor for 15 sessions</p> <p>Total: \$2,100x5 = \$15,750</p>	<p>- 80% of the S.1 class teachers and members of the Academic Committee find the tutorial class useful in helping students to develop good study habits</p> <p>- 85% of the S.1 students show good use of time during the tutorial session</p>	<p>-Reflection sheets of the students</p> <p>-Observation by S.1 class teachers and members of the Academic Committee</p> <p>- Tutors' and teachers' feedback on students' study habits and learning performance</p> <p>-Checking the late Assignment Record</p>	Members of the Academic Committee

7. Visual Arts

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Success Criteria	Method(s) of Evaluation	People responsible
Curriculum development (SBA)	To give expertise support and aid to the S.4 Visual Arts students to finish one coursework assignment for SBA for the HKCEE	To employ a tutor to run a 10-hour course for the S.4 Visual Arts students	S.4 Visual Arts students will be given extra-guidance and support in completing their coursework assignment for SBA	First week in July 2008	Fee for the course- \$7,000	Students can make a piece of computer artwork after the course	Assessment of students artworks	Visual Arts teachers
Chinese painting course	To widen students' scope of knowledge in Chinese learning	To hire a tutor to run a 8-lesson course for the students from S.1 to S.7 as club activities	Students will learn the basic techniques and develop their potential in Chinese painting	Five lessons in the first term and three lessons in the second term	Fee for the course instructor: \$7,000	Students show a high percentage in attendance and are able to apply the techniques learned in Chinese painting	Assessment of students' artworks	Mrs. Helena Wong

8. Music

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Success Criteria	Method(s) of Evaluation	People responsible
Curriculum development and coping with special learning needs of students	<ul style="list-style-type: none"> - To cultivate generic skills through creative music-making activities among students - To enhance students' skills in using music technology - To foster students' interest in music by providing them with hands-on experience of computer music 	To employ tutors to conduct elementary music IT courses for all S.1 students and run a music IT workshop for talented students	<ul style="list-style-type: none"> - All S.1 students can master the basic techniques of using music software for creativity. - Students will be stimulated to explore and create music of their own accord. - Students will be better equipped for music creative projects in the future. 	<ul style="list-style-type: none"> - From October to Nov. 2007 – An elementary music IT course of 4 double periods for each S.1 class to be conducted during lesson time - In. December 2007 (during Christmas holidays) – A 8-hour music IT workshop (4 hours/day) for potential students 	Fee for the course- \$ 17,000	Students are able to create music using information technology	<ul style="list-style-type: none"> - Assignments / projects prepared by students - Feedback from tutors and students involved 	Mrs. C. Kwan and Miss To

9. Pastoral Assistant

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Providing pastoral care for students	<ul style="list-style-type: none"> - To help students develop positive values through understanding more about the Catholic faith - To reduce teachers' workload so that they can spare more time to enhance the effectiveness of learning and teaching 	<p>To employ one full-time pastoral assistant to work in collaboration with the teachers in charge of religious activities to:</p> <ul style="list-style-type: none"> - provide pastoral care for students - organize extra-curricular activities for the character formation and spiritual growth of students - promote religious activities and evangelization in the school - organize faith-formation programme for the Catholic students 	<ul style="list-style-type: none"> -The spiritual needs of the students are taken care of -Teachers in charge of religious activities will be benefited from reduced workload, which enables them to enhance the effectiveness of learning and teaching in other areas 	From September 2007 to August 2008	<p>Salary of the full-time pastoral assistant- \$11,534 per month (including 5% MPF) for 12 months</p> <p>Total: \$138,408</p>	<ul style="list-style-type: none"> -Positive feedback from teachers and students regarding the work of and service provided by the Pastoral Assistant -Positive students' response to the activities organized by the Pastoral Assistant -the workload of the teachers in charge of religious activities is lightened, giving them greater capacity for enhancing the effectiveness of learning and teaching 	<ul style="list-style-type: none"> -Feedback from the teachers concerned - The number of and feedback from students joining the activities organized by the Pastoral Assistant 	Principal, Chairperson of the Religious & Moral Education Department, and teachers in charge of religious activities

10. Extra-Curricular Activities

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Success Criteria	Method(s) of Evaluation	People responsible
Skills enhancement programme for School Sports Teams	<ul style="list-style-type: none"> - To relieve teachers' workload in after-school training of the various sports teams - To improve students' skills in various sports and develop their sportsmanship 	<p>To employ professional instructors to train the following school teams:</p> <ul style="list-style-type: none"> - Basketball Team (once a week) - Volleyball Team (once a week) - Handball Team (once a week) - Athletics Team (9 two-hour sessions) - Swimming Team (8 two-hour sessions) - Rugby training - Table-tennis Team (once a week) 	<ul style="list-style-type: none"> - Teachers' workload in after-school training of the various sports teams can be relieved so that they can concentrate more on their normal teaching duties - Students' sportsmanship and skills in various sports will be enhanced 	<p>There will be two phases of training:</p> <p>Phase I – from September 2007 to December 2008</p> <p>Phase II – from February 2008 to May 2008</p>	<p>Training fees for the instructors:</p> <ul style="list-style-type: none"> - Basketball Team: \$14,700 - Volleyball Team: \$14,700 - Handball Team: \$13,650 - Athletics Team: \$4,725 - Swimming Team: \$4,200 - Rugby training: \$2,835 - Table-tennis Team: \$11,340 <p>Total: \$66,150</p>	<p>70% of the students in various school sports teams find the training programmes helpful in improving their sports skills</p>	<ul style="list-style-type: none"> - Observation of students' performance - Feedback from students 	<p>Miss Y.P. Ho</p> <p>Miss Y.Y. Thong (for Table-tennis Team)</p>

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Success Criteria	Method(s) of Evaluation	People responsible
Modern Dance Class	<ul style="list-style-type: none"> - To relieve teachers' workload in after-school training of the school's Dance Club - To promote students' interest and develop their talents in modern dance - To help students cultivate self-confidence and team spirit 	To employ a dance instructor to teach and train a group of S.3-S.6 students (about 20 students) the basic steps and skills in modern dance	<ul style="list-style-type: none"> - The workload of the teacher concerned in after-school training of the Dance Club members will be relieved so that she can spare more time on her other teaching duties. - Students will learn the basic skills in modern dance and can develop their potential in dancing. 	From September 2007 to May 2008	Salary of the instructor- \$750 per session (including 5% MPF) for 25 sessions Total: \$18,750	<ul style="list-style-type: none"> - Students show interest in the training and practice - Satisfactory performance of the Dance Club 	<ul style="list-style-type: none"> - Feedback from teacher and students - Feedback from the dance instructor - Performance of the Dance Club at the Hong Kong Schools Music Festival and/or at the Speech Day 	Miss A. Fu

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Success Criteria	Method(s) of Evaluation	People responsible
Drama Workshop	<ul style="list-style-type: none"> - To relieve teachers' workload in after-school training of the school's Drama Club - To promote students' interest and develop their talents in different drama skills such as acting, script-writing and etc. - To enhance students' creativity and co-operation - To help students cultivate self-confidence and team spirit 	<p>To employ a drama instructor from Chung Ying Theatre to teach and train a group of 20 students (S.1-S.6) the basic skills in drama.</p> <p>A final performance will be carried out at school after the training course.</p>	<ul style="list-style-type: none"> - The workload of the teacher concerned in after-school training of the Drama Club members will be relieved so that she can spare more time on her other teaching duties. - Students will learn the basic skills in acting and can develop their potential concerning different aspects of drama. 	From October 2007 to June 2008	<p>Salary of the instructor- \$500 per session for 15 sessions</p> <p>Total: \$11,250</p>	<ul style="list-style-type: none"> - Students show interest in the training and practice - Satisfactory performance of the Drama Club 	<ul style="list-style-type: none"> - Feedback from teacher and students - Feedback from the drama instructor - Final performance of the Drama Club at school 	Miss M. Ngan

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Success Criteria	Method(s) of Evaluation	People responsible
Chinese Calligraphy Class	<ul style="list-style-type: none"> - To relieve teachers' workload in running after-school activities - To promote students' interest and develop their skills in Chinese calligraphy 	To employ a qualified course instructor to teach students the basic skills in Chinese calligraphy	<ul style="list-style-type: none"> - The workload of the teacher concerned in running the Chinese calligraphy class after school will be relieved so that she can spare more time on her other teaching duties - Students will learn the basic skills and develop their potential in Chinese calligraphy 	From October 2007 to January 2008	Fee for the course instructor- \$800 per session for 10 sessions Total: \$ 8,000	- Students show interest in Chinese calligraphy and find the class interesting and useful	- Feedback from teachers and students	Miss A. So

11. I.T. Technical and Administrative Support Service

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Success Criteria	Method(s) of Evaluation	People responsible
Curriculum Development	To promote IT in teaching and to relieve teachers' workload so that they can concentrate on developing effective learning and teaching strategies	1. To employ one IT Technical Support Trainee	<p>1. Employing an IT Technical Support Trainee</p> <ul style="list-style-type: none"> ✧ To assist in managing and maintaining computer hardware, server system & the school network system ✧ To assist in installing, testing, managing, and maintaining computer software ✧ To assist in managing MMLC & IT equipment ✧ To assist teachers in arranging on-line assessment ✧ To assist in establishing an e-Learning platform 	From 1 st Sept. 2007 to 31 st Aug. 2008	<p>Expenditure for recruiting the IT Technical Support Trainee:</p> <p>Net monthly expenditure in the first 2 months (including 5% MPF) - \$4,987.5</p> <p>Net monthly expenditure from 3rd to 12th month (including 5% MPF)- \$5302,5</p> <p>Net Annual Expenses - \$63,000</p>	<ul style="list-style-type: none"> - More frequent use of IT in teaching and learning - Better management and maintenance of computer hardware, software and network system 	<ul style="list-style-type: none"> - Frequency of the use of IT in teaching and learning - Feedback and comments from teachers, especially teachers of the IT Committee regarding the performance of the IT Technical Support Trainee 	Mr. D. Chan

Curriculum Development		2. To employ an IT Administrative Support Trainee	2. Employing an IT Administrative Support Trainee <ul style="list-style-type: none"> ✧ To assist in producing school reports & preparing statistical graphics ✧ To assist teachers in preparing IT teaching aids using ✧ To assist in preparing materials for TV broadcasting and display on electronic board ✧ To input data in school library system and assist with library lending services 	From 1 st Sept. 2007 to 31 st Aug. 2008	Expenditure for IT Administrative Support Trainee: Net monthly expenditure: \$5,512.5 Net annual expenses: \$6,6,150 Net Annual Expense for the 2 Trainees: \$63,000+66,150 Total: \$129,150	- The teachers, teacher-librarian and office staff find the support service provided by the trainee useful	- Development of IT teaching materials - Feedback and comments from teachers and office staff regarding the performance of the IT Administrative Support Trainee	Mr. D. Chan Mrs. F. Chu
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Total Expenses: \$597,227

- ✧ *The deficit of \$160,751 is to be topped up with surplus from the OEBG.*
- ✧ *The plan has been endorsed by the School Management Committee.*