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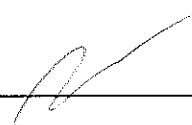
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二零一三/二零一四年

「學校發展津貼」計劃書

校董會授權本人批核本校「學校發展津貼」計劃書。本校將此計劃書於二零一三年十月三十一日前上載學校網頁。

行政總監兼校董簽署：

 C RN

行政總監兼校董姓名：

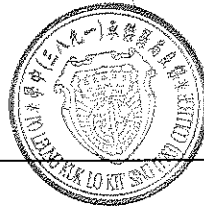
陳欽勉

學校名稱：保良局羅傑承（一九八三）中學

日期：

24/7

學校蓋印：



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121794

Po Leung Kuk Lo Kit Sing (1983) College
Plan on Use of Capacity Enhancement Grant (2013/2014)

Brought forward from 2012-13 \$565,681
 2013-14 Allocation \$498,185
 Available for this budgeting \$1,063,866

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
- Curriculum development (ICT Support)	- Assistance to IT Teaching and Learning	- Employing one I.T. helper	Whole school sustains I.T. support and development	- Whole year (1/9/13-31/8/14)	- @\$10,000.00 x 12 months (+ MPF) for one I.T. helper = \$126,000.00 Total: \$126,000.00 (approx.)	- Faster aid to emergency cases - More frequent use of IT in Learning and Teaching - Reduction of IT teacher manpower input	- Evaluation by all staff - Inspection by Teacher i/c	- Prefect of ICT Support (Mr. KWAN L. S.)

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
- Curriculum Development	- Relief teacher workload so that they can concentrate on developing better teaching and learning - Facilitate the implementation of School-based assessment (SBA) and Territory-wide system assessment (TSA) - Facilitate the implementation of using Putonghua as medium of instruction in Chinese Language - Relief teacher workload so that they can concentrate on enhancing students' language proficiency and coping with the diverse learning needs of students - TA leader coordinates the works of TA	- Employing three teacher helpers (T.A.) (including one TA leader)	- Whole school (in curriculum development and in Teaching and Learning) - Relieving teachers' load in administrative work of TSA and SBA - Assisting English teachers to prepare teaching materials and teaching aids - Developing learning materials based on student needs for Chinese Language	- Whole year (1/9/13 - 31/8/14)	- \$10,500.00 (approx.) x 12 months (+MPF) for one TA leader = \$132,300.00 (approx) - \$9,800.00 (approx.) x 12 months (+MPF) for two TA = \$246,960.00 (approx) Total : \$379,260.00 (approx.)	- At least 30 curriculum development materials typed by TAs per month. - Teacher Helpers relieve teachers' non-teaching duties.	- Scrutiny of THs request forms - Scrutiny of THs log books - Scrutiny of THs monthly reports - Questionnaire to solicit teachers' perception of space created.	- Executive Secretary (Ms LAW W.C.)

(3)

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
- To facilitate the implementation of ICT Development	<p>ICT Department</p> <ul style="list-style-type: none"> - To relieve ICT teachers' workload so that teachers can concentrate on IT development <p>Others</p> <ul style="list-style-type: none"> - To allow teachers have more learning opportunities to attend seminars - Relief other subject teachers non-teaching and teaching duties workload so that they can concentrate on developing better teaching and learning 	<ul style="list-style-type: none"> - Employing one supply teacher to substitute the teaching duties of ICT Teachers 	<ul style="list-style-type: none"> - Whole school sustains I.T. support and development - Relieving teachers' load in teaching - Substitute lessons if needed, so that teachers can have more time to attend seminars, and to enhance their professional development 	<ul style="list-style-type: none"> - 6 months (1/9/13 - 31/8/14) 	<ul style="list-style-type: none"> - \$30,000.00 (approx.) x 6 months (+MPF,\$1250@month) = \$187,500.00 (approx) <p>Total : \$187,500.00 (approx.)</p>	<ul style="list-style-type: none"> - The staff will substitute at least 15 lessons per week. - The staff will relieve teachers' non-teaching duties. 	<ul style="list-style-type: none"> - Inspection by Teacher i/c - Count the number of substitute lessons - Count the number of non-teaching duties 	<ul style="list-style-type: none"> - Prefect of ICT Support (Mr. KWAN L.S.)

Total amount for this proposal: **HK\$694,260.00**

Amount:	Item 1	Item 2	Item 3	Total
	\$126,000.00	\$379,260.00	\$187,500.00	\$692,760.00

Principal: _____

Date: _____

