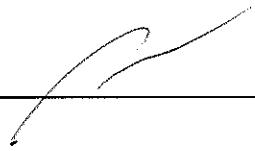


二零一二/二零一三年「高中課程支援津貼」計劃書

校董會授權本人批核本校「高中課程支援津貼」計劃書。本校會將此計劃書於二零一二年八月三十一日前上載學校網頁。

行政總監兼校董簽署：\_\_\_\_\_

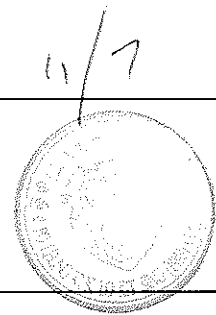
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行政總監兼校董姓名：\_\_\_\_\_ 陳欽勉 \_\_\_\_\_

學校名稱：保良局羅傑承（一九八三）中學

日期：\_\_\_\_\_ 11/7 \_\_\_\_\_

學校蓋印：\_\_\_\_\_



106P84

Brought forward from 2011-12(Est)\$1,089,788.67  
 2012-13 Allocation \$0.00  
 Available for this budgeting \$1,089,788.67

Po Leung Kuk Lo Kit Sing (1983) College  
Plan on Use of Senior Secondary Curriculum Support Grant (2012/2013)

(1)

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
- NSS Curriculum Development	- To relieve teachers' non-teaching duties, (such as school-based activities and extra-curricular activities) so that they can concentrate on developing better teaching and learning materials for NSS curriculum - To relieve English teachers' workload so that they can facilitate the implementation of NSS English curriculum	- Employing two Activity Organizers (A.O.)	- Whole school (in NSS curriculum development) - English Language teachers can have more time to develop NSS curriculum - Students can be exposed to an English rich learning environment - Teachers responsible for school-based activities and extra-curricular will be provided with space to prepare for NSS curriculum	- Whole year (1/9/12-31/8/13)	- \$11,000.00 (approx.) x 12 months for two A.O. (+MPF) = \$277,200.00 (approx.)  <b>Total : \$277,200.00 (approx.)</b>	- Relieve teachers' workload in non-teaching duties so that teachers can prepare NSS curriculum - At least 20 school-based activities / extra-curricular activities coordinated by A.O.s - Inspection by Teacher i/c	- Evaluation by all staff - Count the number of school-based activities /extra-curricular activities coordinated by A.O.s - Inspection by Teacher i/c	- English Department (Ms. CHEUNG S. Y.) - Executive Secretary (Ms. LAW W.C.)

(2)

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
- NSS Curriculum Development (Clerical Support)	- Relief teacher workload so that they can concentrate on developing better teaching and learning on NSS - Facilitate the implementation of SBA - TA leader coordinates the works of TA	- Employing three teacher helpers (T.A.) (including one TA leader)	- Whole school (in NSS curriculum development) - Relieving teachers' workload in clerical work - Assisting teachers to prepare teaching materials and teaching aids	- Whole year (1/9/12-31/8/13)	- \$10,000.00 (approx.) x 12 months (+MPF) for one TA leader = \$126,000.00 (approx.) - \$9,000.00 (approx.) x 12 months (+MPF) for two TA = \$226,800.00 (approx.)  <b>Total : \$352,800.00 (approx.)</b>	- At least 30 curriculum development materials typed by TAs per month. - Teacher Helpers relieve teachers' non-teaching duties.	- Evaluation by all staff - Scrutiny of TAs request forms - Scrutiny of TAs log books - Scrutiny of TAs monthly reports - Inspection by Teacher i/c	- 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
- Curriculum development (ICT Support)	- Assistance to IT Teaching and Learning on NSS	- Employing two I.T. helpers	Whole school sustains I.T. support and development	- Whole year (1/9/12-31/8/13)	- \$9,800.00 (approx.) x 12 months (+MPF) for two I.T. helper = \$246,960.00 (approx)  <b>Total: \$246,960.00 (approx.)</b>	- 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	- Perfect of ICT Support (Mr. KWAN L. S.)

(4)

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 NSS LS  - To help school better prepare for the LS school-based curriculum, especially in the IES domain.	Liberal Studies - To relieve LS teachers' workload so that teachers can concentrate on developing better teaching - To provide IES support for LS teachers  Other Subjects - To allow teachers have more learning opportunities to attend seminars	- Employing one Subject Assistant to provide support to LS Department	- Handle Liberal Studies administrative work and relieve LS teachers' workload, especially on I.E.S. standardization process and mark submission. - Relieve Liberal Studies teachers' burden in handling students' IES, by following up students IES process. - Help typing L.S. related materials, manage Liberal Studies resources bank and provide guidance and materials support for Independent Enquiry Studies, so that teachers can have more time to prepare quality lessons. - Substitute lessons if needed, so that teachers can have more time to attend seminars, and to enhance their professional development	- Whole year (1/9/12-31/8/13)	- \$16,000.00 (approx.) x 12 months (-MPF) = \$201,600.00 (approx)  <b>Total : \$201,600.00 (approx.)</b>	- The staff will provide at least 3 IES workshops for students. - The staff would help central standardize all IES marks by browsing their work and see if there is any different level of marking between teachers. - The staff will make individual student interview to follow up their IES learning progress (i.e. will have at least 320 interviews in the year). - A wider and tidier resources bank will be provided, and it will be categorized by different publishers. The exam bank will be updated from time to time.	- Count the number of interviews and IES workshops for students. - Inspection by Teacher i/c.	- LS Department - Mr. CHAN M.Y.)

									<ul style="list-style-type: none"> <li>The staff will substitute 3-8 I.H. lessons per week in the year.</li> <li>The staff will substitute lessons if L.S. teachers need to attend LS seminars.</li> </ul>	
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Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
- To procure NSS materials to enrich the teaching resources bank	- To equip NSS teachers with more updated teaching related materials so that they can have more knowledge and skills to prepare better lessons.	- Purchasing more resources to give more material support to NSS teachers	More teaching and learning resources can be sponsored and bought	1/9/12-31/8/13	<b>Total : \$18,788.67 (approx.)</b>	At least 10 sets of teaching-related materials would be purchased.	- No. of teaching-related resources purchased	- Subject Department

Total amount for this proposal: **\$1,089,788.67**

Amount:	Item 1	Item 2	Item 3	Item 4	Item 5	Total
	\$277,200.00	\$352,800.00	\$246,960.00	\$201,600.00	\$11,228.67	<b>\$1,089,788.67</b>

Principal: \_\_\_\_\_

Date: 5 JUL 2012