

Work Plan for the Use of Capacity Enhancement Grant (學校發展津貼)

Purpose of the grant : provides the necessary funds to schools to **relieve teachers' workload** so that teachers will have enhanced capacity to concentrate on the following three critical tasks in the education reform - (i) curriculum development, including the integration of information technology in teaching; (ii) enhancing students' language proficiency; and (iii) coping with the diverse and special learning needs of students with varied abilities, ranging from the gifted ones to those with learning difficulties.

Aim	Implementation Plan	Time of Implementation
✧ To relieve teachers' workload	To relieve teachers' workload, a Teaching Assistant was employed to: 1. Assist with the after-school student retention and assignment support class. 2. Support teachers in preparing documents for out-of-town tours. 3. Help with the marking of multiple-choice assignments, and other related administrative tasks.	1 year base (\$216,720)
	To employ an administrative assistant to : ✧ Support prize presentation ceremonies, ✧ S1 admissions procedures. ✧ Multiple-choice grading operations, and other related administrative tasks.	1 year base (\$438,296)

2024/25 Remaining Grant	\$ 0
2025/26 Allocation of the Grant	\$ 609,252
Total	\$ 609,252
2025/26 Estimated Expenditure	\$ 655,016
2025/26 Estimated Surplus (deficit)	\$ 0 (To be carried to next year)