SHEUNG SHUI GOVERNMENT SECONDARY SCHOOL
Plan on Use of Capacity Enhancement Grant

Name of School: Sheung Shui Government Secondary School

School Year: 2018/19

Task Area	Major Areas of Concern	Implementation Plan	Benefits Anticipated	Resources Required	Performance Indicators	Assessment Mechanism	Person in charge	Implementation Schedule
Reduction of teachers' non-teaching workload	To enhance teachers' capacity so that they have more time for the caring of their students	Employment of 3 Teaching Assistants: 2 at matriculated level and 1 at diploma level (Duties include taking minutes of meetings, production of teaching materials, assisting in ECA activities, etc.)	Teachers can have more time to take care of their students	Salary of 2 Teaching Assistants (Matriculated Level) and 1 Teaching Assistant (Diploma Level) $14,140 x 12 x 1.05 x 2 +$15,545 x 12 x 1.05 x 1 = $356,328 + $195,867 = $552,195	More than 70% of teachers agree that their non-teaching workload has been reduced.	Survey to be conducted in May, 2019	Assistant Principals	Sept., 2018 to Aug., 2019

Sheung Shui Government Secondary School

Proposed Budget on the use of CEG (2018/19)

	HK$	HK$
Estimated Surplus up to August 31, 2018		155,742.19
Estimated Provision for 2018/19		466,877.00
Less Proposed Expenditures		
Hiring of 3 Teaching Assistants	552,195.00	- 552,195.00
Less 5% Contingency		- 27609.75
Balance		42,814.44