

**HOTUNG SECONDARY SCHOOL**  
**Plan on Use of Capacity Enhancement Grant**

Name of School: Hotung Secondary School

School Year: 2021/2022

<b>Task Area</b>	<b>Major Areas of Concern</b>	<b>Implementation Plan</b>	<b>Benefits Anticipated</b>	<b>Resources Required</b>	<b>Performance Indicators</b>	<b>Assessment Mechanism</b>	<b>Person in charge</b>	<b>Implementation Schedule</b>
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 Assistant 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 3 Teaching Assistant (Diploma Level)  \$17,100 x 12 x 1.05 x 3 = \$646,380	More than 70% of teachers agree that their non-teaching workload has been reduced.	Survey to be conducted in April, 2022	Assistant Principals	Sept., 2021 to Aug., 2022

**Hotung Secondary School**

**Proposed Budget on the use of CEG (2021/2022)**

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Surplus up to August 31, 2021	\$171,809
Provision for 2021/2022sy	\$638,460
Less Proposed Expenditures	
Hiring of 3 Teaching Assistants	- \$646,380
Less 5% Contingency	- \$32,319
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Balance	<u><u>\$131,570</u></u>