

HOTUNG SECONDARY SCHOOL
Plan on Use of Capacity Enhancement Grant

Appendix 2.7(b)

Name of School: Hotung Secondary School

School Year: 2022/2023

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 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) \$17,955 x 12 x 1.05 x 3 = \$678,699	More than 70% of teachers agree that their non-teaching workload has been reduced.	Survey to be conducted in April, 2023	Assistant Principals	Sept., 2022 to Aug., 2023

Hotung Secondary School

Proposed Budget on the use of CEG (2022/2023)

Surplus up to August 31, 2022	\$180,495
Allocation for 2022/2023 s.y.	\$642,933
Less Proposed Expenditures (Hiring of 3 Teaching Assistants)	- \$678,699
Less 5% Contingency	- \$33,934
Balance	<u>\$110,795</u>