

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

Appendix 3.8(b)
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Name of School: Hotung Secondary School

School Year: 2023/2024

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)  \$18,345 x 12 x 1.05 x 3 = \$693,441	More than 70% of teachers agree that their non-teaching workload has been reduced.	Survey to be conducted in April, 2024	Assistant Principals	Sept., 2023 to Aug., 2024

**Hotung Secondary School**

**Proposed Budget on the use of CEG (2023/2024)**

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Surplus up to August 31, 2023	\$225,813
Allocation for 2023/2024 s.y.	\$606,272
Less Proposed Expenditures (Hiring of 3 Teaching Assistants)	- \$693,441
Less 5% Contingency	- \$33,131
Balance	<u>\$105,513</u>