

PLAN ON THE USE OF CAPACITY ENHANCEMENT GRANT

2024-25



Sir Ellis Kadoorie (S) Primary School

Plan on the Use of Capacity Enhancement Grant (2024-2025)

Number of operating classes: 18

Estimated amount of the Grant: **\$630,000.00**

Purposes: 1. Relieve teachers' burden on non-teaching duties so as to enhance students' learning

2. Develop students' talent in different areas

Objectives	Strategies	Performance Indicators	Schedule	Budget	
1. To relieve non-teaching duties from teachers so that they can concentrate more on their teaching	<p>Employment of 1 teaching assistant</p> <ul style="list-style-type: none"> ● Handling non-teaching administrative work such as input of student data, fees collection, decoration bulletin boards, answering parents enquiries, assisting school admission etc. 	<ul style="list-style-type: none"> ● Teachers agreed that non-teaching administrative duties are relieved which allow them more time to concentrate on preparation work for teaching and learning. 	1 school year (9/2024-8/2025)	Estimated Salary of: 1 teaching assistant $\$18,345.00 \times 12 \times 1.05$ = \$231,147 (subject to the adjustment of the Pre-determined Package of NCSC)	Sub-total: \$231,147
2. To provide English language support to upper primary students.	<p>Employment of 1 ELTA (English Language Teaching Assistant)</p> <ul style="list-style-type: none"> ● To provide Native English Teacher service to pupils of P4-6 on language arts ● To hold English language activities during extra-curricular lessons, and recess. ● To assist in the teaching of choral speaking and solo verse speaking 	<ul style="list-style-type: none"> ● To provide a language rich environment ● To hold English activities with local English teachers ● Pupils will be able to complete tasks on language arts ● Pupils entering inter-schools competitions ● Pupils perform during school functions 	10 months (9/2024-6/2025)	Estimated fee: $\$39,800 \times 10$ = \$398,000	Sub-total: \$398,000
				Estimated Total: \$629,147	

● Any deficit will be covered by OEP account.