

# EVALUATION ON THE USE OF CAPACITY ENHANCEMENT GRANT

2021-22



Sir Ellis Kadoorie (S) Primary School

## Evaluation on the Use of Capacity Enhancement Grant (2021-2022)

Number of operating classes: 20

Estimated amount of the Grant: **\$661,570.00**

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	Actual Expenses
1. To relieve non-teaching duties from teachers so that they can concentrate more on their teaching	<p><b>Employment of 1 teaching assistant</b> Handling non-teaching administrative work such as input of student data, fees collection, decoration bulletin boards, photo and video shooting, making of teaching aids etc.</p>	<ul style="list-style-type: none"> <li>Teachers agreed that non-teaching administrative duties are relieved which allow them more time to concentrate on preparation work for teaching and learning.</li> </ul>	1 school year (9/2021-8/2022)	Estimated Salary of 1 teaching assistant: \$17,100.00×12×1.05 =\$215,460	<u>September – August Salary</u> \$17,100.00×12×1.05 =\$215,460
	<p><b>Employment of 1 general clerk</b> Handling non-teaching administrative work such as preparation of PTA bank account and ECA bank account entries, collection of fees by parents, quotation of purchase of learning materials or teaching aids, answering enquiries from parents etc.</p>		1 school year (9/2021-8/2022)	Estimated Salary of 1 general clerk: \$14,360×12×1.05 =\$180,936	<u>September – August Salary</u> \$14,360×12×1.05 =\$180,936

Objectives	Strategies	Performance Indicators	Schedule	Budget	Actual Expenses
2. To provide whole- person development to students so that they can stretch their potentials	<p><b>Employment of 1 drama coach, 1 percussion band coach and 1 string band coach.</b></p> <ul style="list-style-type: none"> <li>● Provide coaching to students, prepare students for performances and competitions.</li> </ul>	<ul style="list-style-type: none"> <li>● The three teams successfully formed and perform during school functions such as Christmas parties, and/or prize giving ceremony, graduation ceremony etc.</li> <li>● Pupils entering inter-schools competitions.</li> <li>● Pupils multiple intelligence are enhanced.</li> </ul>	10 months (9/2021-6/2022)	<p>\$1100/hr x 8hrs/month x 10 months = \$88,000</p> <p>\$88,000 x 3 coaches = \$ 264,000</p>	<p>Percussion Band \$35,600</p> <p>String band \$59,850</p> <p>Drama: \$80,150</p>
3. To provide English language support to upper primary students.	<p><b>Employment of 1 ELTA (English Language Teaching Assistant)</b></p> <ul style="list-style-type: none"> <li>● To provide Native English Teacher service to pupils of P4-6 on language arts</li> <li>● To hold English language activities during extra-curricular lessons, and recess.</li> <li>● To assist in the teaching of choral speaking and solo verse speaking</li> </ul>	<ul style="list-style-type: none"> <li>● To provide a language rich environment</li> <li>● To hold English activities with local English teachers</li> <li>● Pupils will be able to complete tasks on language arts</li> <li>● Pupils entering inter-schools competitions</li> <li>● Pupils perform during school functions</li> </ul>	10 months (9/2021-6/2022)	\$20,000 x 10 = \$200,000	<p><u>ELTA service</u> \$32,500 (Service for one month)</p>
					<p><b>Expense Total as at 31 August: \$604,496</b></p>

## Evaluation on the Use of Capacity Enhancement Grant 21/22

### Item 1: Employment of 1 Teaching Assistant

Strategies:	<ul style="list-style-type: none"> <li>● Handling non-teaching administrative work such as input of student data, fees collection, decoration bulletin boards, photo and video shooting, making of teaching aids etc.</li> </ul>
Performance Indicator:	<ul style="list-style-type: none"> <li>● Teachers agreed that non-teaching administrative duties are relieved which allow them more time to concentrate on preparation work for teaching and learning</li> </ul>
Evaluation:	<p>The teaching assistant provided support to teachers with non-teaching workload such as: input daily attendance record and information regarding students on sick leave, lunch ordering or cancellation information. She also assisted in taking up daily anti-epidemic measures work such as collection of daily RAT results of students, report to CHP for any COVID-19 infected cases and distribution of face masks or RAT kits sponsored by the government or any outside organizations.</p> <p>The general clerk provided support to teachers with non-teaching duties including preparation of PTA bank account and ECA bank account entries, collection of fees by parents, quotation of purchase of learning materials or teaching aids. She also answered telephone calls from parents regarding informing school sick leave of their child and other general enquiries.</p> <p>It was observed that both the teaching assistant and the general clerk were able to carry out their work effectively and efficiently. They were helpful and attentive to the need of students, parents and teachers. They helped to handle non-teaching daily works of teachers thus allowing more time for teachers to cater the needs of students and prepare for their teaching work. In general, teachers are very satisfied with their work. They agreed that the use of fund to employ non-teaching staff to carry out non-teaching administrative duties is appropriate.</p>

### Item 2: Employment of 1 drama coach, 1 percussion band coach and 1 string band coach

Strategies:	<ul style="list-style-type: none"> <li>● Provide coaching to students, prepare students for performances and competitions.</li> </ul>
Performance Indicator:	<ul style="list-style-type: none"> <li>● The three teams successfully formed and perform during school functions such as Christmas parties, and/or prize giving ceremony, graduation ceremony etc.</li> <li>● Pupils entering inter-schools competitions.</li> <li>● Pupils multiple intelligence are enhanced.</li> </ul>
Evaluation:	<p>Training by the coaches was arranged in the mode of online lessons this school year. The training continued during the special holidays in March and April. Face-to-face lessons were arranged in July during the school hours.</p> <p>According to the evaluation conducted, all teachers agreed that students showed interests in participation. Their potentials in music and drama were developed. They were more confident in participating in performance with the training provided by coaches. They agreed that the use of fund to employ coaches to provide coaching to develop students' potential in music and drama is appropriate.</p>

**Item 3: Employment of 1 ELTA (English Language Teaching Assistant)**

Strategies:	<ul style="list-style-type: none"><li>● To provide Native English Teacher service to pupils of P4-6 on language arts</li><li>● To hold English language activities during extra-curricular lessons, and recess.</li><li>● To assist in the teaching of choral speaking and solo verse speaking</li></ul>
Performance Indicator:	<ul style="list-style-type: none"><li>● To provide a language rich environment</li><li>● To hold English activities with local English teachers</li><li>● Pupils will be able to complete tasks on language arts</li><li>● Pupils entering inter-schools competitions</li><li>● Pupils perform during school functions</li></ul>
Evaluation:	<p>The quotation for the service was conducted and scheduled to start in the first term. However, due to the pandemic and the suspension of face-to-face lessons from January to April, the ELTA programme was postponed to July and August as a post-examination programme. Meetings on collaborate lesson planning with ELTA and P.4-6 English teachers were conducted by level. The ELTA conducted Extended Literacy Programme (ELP) reading and writing lessons with P4-6 students. The English subject panels worked closely with the ELTA to ensure the teaching quality. Deputy Headmaster also gave advice on the programme.</p> <p>In general, English teachers found lessons provided by the ELTA beneficial to the students. They were given the opportunities to learn English from English native speaker. P.4-P.6 English teachers agreed that the use of the fund to employ an ELTA to conduct reading and writing programme for upper primary students is appropriate.</p>