

**ECF Saint Too Canaan College**  
**Plan on Use of Capacity Enhancement Grant in 2023/2024 School Year**

Name of school : ECF Saint Too Canaan College

Our school has read and understands the ground rules and procedures in the utilization of the Capacity Enhancement Grant (CEG). The following plan on the use of the CEG is drawn up after full consultation with teachers.

Item	Details	Time Frame	Budget	Evaluation Criteria (Indicator)	Responsible Party
To relieve teachers' workload so that teachers can concentrate on: Curriculum development Enhancing students' language proficiency ✓/ Coping with learning needs of students ✓ Others (Please specify) <u>Enhance teaching effectiveness</u>	<ul style="list-style-type: none"> <li>● To recruit 2 Associate Teachers to provide support to teachers.</li> <li>● To cater the learning needs of students, e.g. teaching lessons, lesson substitution, exam invigilation, tutorial.</li> <li>● To assist teachers' teaching effectiveness, e.g. organize learning activities, extra-curricular activities, preparing teaching equipment &amp; exam timetable</li> <li>● To share teachers' administrative duties,</li> </ul>	From September 2023 to August 2024	2 Associate Teachers (Around HK\$570,000 = Salary & MPF)	<ul style="list-style-type: none"> <li>● Teacher questionnaire – over 70% of teaching staff agreed relevant strategies have:</li> <li>● Teachers agree that their administrative workload is shared and relieved.</li> <li>● The teachers can save more time to prepare lessons and teach students after school.</li> <li>● Enhanced capacity of teachers to concentrate on teaching effectiveness.</li> <li>● Assisted in better arrangements in the organization of learning activities/extra-curricular activities, e.g. in life-wide learning and different student activities.</li> </ul>	Ms. Chan Wing Sze (Executive Officer)

	e.g. preparing teaching materials, statistics, taking mins etc.				
--	--	--	--	--	--

Issued by: LKM/P  
Date: 1/10/2023  
Revision: 0