

**Queen's College**  
**Plan on the Use of Capacity Enhancement Grant 2024-2025**

<b>Task Area</b>	<b>Major Area(s) of Concern</b>	<b>Strategies/ Tasks</b>	<b>Benefits Anticipated</b>	<b>Time Scale</b>	<b>Resources Required</b>	<b>Success Criteria</b>	<b>Assessment Mechanism</b>	<b>Persons in charge</b>
Enhancing Language Proficiency and Curriculum Development	- To assist in implementing enrichment programmes on extensive reading/ oral practices and to assist in language proficiency promotion activities	(1) To employ a teaching assistant (English)  (2) To employ a teaching assistant (Chinese)	<ul style="list-style-type: none"> <li>To assist teachers in implementing the planned language programmes</li> <li>To assist teachers to enhance language proficiency of students</li> <li>To give support to teachers in handling work in implementation of SS curriculum and School-based Assessment</li> <li>To share workload of teachers</li> </ul>	From September 2024 to August 2025	(1) Salary of the teaching assistant (English) <i>\$19,840 per month</i> × 12 months = \$238,080  (2) Salary of the teaching assistant (Chinese) <i>\$19,840 per month</i> × 12 months = \$238,080	<ul style="list-style-type: none"> <li>80% of attendance in after-school enrichment sessions</li> <li>Students show improvement in reading, writing, listening and speaking abilities</li> <li>80% of teachers agree that the TAs can provide support for preparing learning &amp; teaching materials</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from teachers</li> <li>Assessment of students' performance in oral presentation and writing skills and development of reading habits</li> <li>Attendance in after-school enrichment sessions</li> </ul>	Mr. WONG Kwok-keung (AP)  (1) Ms. CHAN Yuen-mei (HOD – English)  (2) Ms. Yuen Ling-Chun (HOD – Chinese)
To cope with students' diverse learning needs in Mathematics and IT-related tasks	To conduct enrichment lessons for less able students in Mathematics and to support teachers in	(3) To employ a teaching assistant with good knowledge in Mathematics and IT	<ul style="list-style-type: none"> <li>To assist teachers to cater for students' individual needs</li> <li>To give more assistance to teachers to carry out IT plans for</li> </ul>	From September 2024 to August 2025	(3) Salary of the teaching assistant <i>\$19,840 per month</i> × 12 months = \$238,080	<ul style="list-style-type: none"> <li>70% of the participants show improvement in examinations and test results</li> <li>IT plans for teaching and learning are</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from teachers</li> <li>Surveys on the academic performance of weaker students in examinations</li> <li>Lesson</li> </ul>	Mr. WONG Kwok-keung (AP)  (3) Ms. CHIU Ming-sze (HOD – Math) and

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	miscellaneous IT duties		teaching and learning			implemented smoothly <ul style="list-style-type: none"> <li>• More teachers are willing to integrate IT in learning and teaching</li> </ul>	observation	Mr. TSANG Chiu-kin, Adrian (IT – i/c)

(A) Allocation for 2024/2025 (Estimated)	:	\$700,000.00
(B) Balance brought forward from 2023/2024 (as at 31.8.2023)	:	\$0
(C) Total Expenditure in 2024/2025 (Estimated)	:	\$714,240.00

Name of Teacher-in-charge of Capacity Enhancement Grant: Mr. WONG Kwok-keung

Date: 16.6.2024