

**Queen's College**  
**Year-end Review on the Use of Capacity Enhancement Grant 2024-2025**

**A. Employment of 2 Teaching Assistants for Departments of English Language and Mathematics**

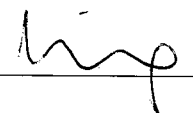
	Period of Employment, Salary & MPF	Duties Performed	Evaluation on effectiveness
1. Employment of one Teaching Assistant (English)	<u>Employment Period</u> 2-9-2024 to 31-8-2025  <u>Salary and MPF (for 2 months)</u> Sept.24: \$18265.17 Oct. 24: \$20753.01 Total : \$39018.18	TA (Eng) has helped the English Department in the following: 1. Prepare score entry spreadsheets to facilitate exam score entry for S.1 to S.6 2. Conduct enrichment classes for S1 students and handling the logistics for the enrichment classes for S2 and S3 students; 3. Calculate English Builder total marks for S1 – S5 students and handling technical matters of the system; 4. Take minutes for staff meetings; 5. Perform miscellaneous non-teaching duties such as invigilation in examinations within the school and in public examination, stand-in duties and supervising students in activities outside school; 6. Assist English teachers to prepare teaching materials; 7. Assist in the Preparation Room during S6 SBA and preparation of materials for S.4 – S.6 SBA and 8. Assist in the stock-taking of the department.	<ul style="list-style-type: none"> <li>• 10 and 19 S.1 students attended 10 and 10 sessions of the enrichment class in the First and Second Terms respectively.</li> <li>• 12 and 11 S.2 students attended 6 and 8 sessions of enrichment class in the First and Second Terms respectively.</li> <li>• 12 and 12 S.3 students attended 8 and 9 sessions of the enrichment class in the First and Second Term respectively.</li> <li>• Their attendance was closely monitored.</li> <li>• Spreadsheet files were created for exam scores entry, facilitating teachers' work of exam score calculation.</li> <li>• The Teaching Assistant has relieved teachers of miscellaneous non-teaching duties.</li> <li>• The Teaching Assistant also helped draft the minutes of each staff meeting.</li> </ul>
2. Employment of one Teaching Assistant (Maths)	<u>Employment Period</u> 2-9-2024 to 31-8-2025  <u>Salary and MPF (for 2 months)</u> Sept.24: \$19839.75 Oct. 24: \$19839.75 Total : \$39679.50	TA (Maths) has helped the Mathematics Department in the following: 1. Use the MC scanner to help teachers to mark multiple choice exercises, tests and prepare survey analysis; 2. Provide assistance to teachers in preparing IT teaching materials; Perform miscellaneous non-teaching duties such as examination invigilation and stand-in duties; 3. Assist Mathematics teachers to prepare teaching materials; 4. Assist in the stock-taking of the department; 5. Prepare the list of awardees of different scholarships; 6. Input data in the CloudSAMS and extract scores for data analysis.	<ul style="list-style-type: none"> <li>• 9 S.1, 11 S.2 and 21 S.3 students in the First Term and 15 S.1, 21 S.2 and 21 S.3 students in the Second Term were arranged to attend a total of 34 after-school remedial lessons.</li> <li>• A total of 34 sets of revision notes and exercises were prepared for students and helped them to improve their subject knowledge. The Teaching Assistant has relieved the workload of teachers in marking MC questions of tests/examinations.</li> <li>• The Teaching Assistant has relieved teachers of their miscellaneous non-teaching duties.</li> </ul>
<b>Total</b>		<b>\$78697.68</b>	

**B. Arrangement of Professional Development Activities**

Date	Event	Expenditure	Evaluation
10-1-2025	Visit to Arts and Technology Education Centre	Coach Fee : \$ 850	Teachers could significantly grow their capacity by joining a STEAM workshop at the Arts and Technology Education Centre. These workshops provided hands-on experience with innovative tools and interdisciplinary approaches, enhancing their ability to create engaging, technology-rich lessons. This exposure broadened their teaching methodologies, which helped foster deeper students' engagement in the classes.
24-1-2025	Teacher Symposium 2025 - Talk ( Topic : 以正向生命影響生命 ) - Experiential Learning of Newly Emerged Sports	Talk : \$1917 Experiential Learning of Newly Emerged Sports : \$2446 Total : \$4363	Through the participation in the talk on positive thinking, teachers were equipped with vital mental resilience and well-being strategies. This enhanced their classroom effectiveness and competencies in cultivating students' positive mindset. In addition, engaging in newly emerged sports introduced innovative teaching approaches for physical literacy and teamwork to teachers. Such experience could also empower teachers to promote healthy lifestyles and sports ambience in the school.
2-6-2025	Staff Development Day - Cultural Heritage Tour and Workshop	\$21450	The local tour and workshop could cultivate teachers' deeper understanding of both local and Chinese cultures. Teachers gained practical insights into local and Chinese traditions and history, which they could integrate into lessons, making learning more relevant and engaging for students.
Total		\$26663	

(A) Allocation for 2024/2025 school year	:	\$676,944.00
(B) Balance brought forward from 2023/2024 (as at 31.8.2024)	:	\$8,218.50
(C) Total Expenditure for the period 1-9-2024 to 31-8-2025	:	\$105,360.68
(D) Transfer of Fund to OEPG on 31-3-2025	:	\$321,637.82
(E) Balance carried forward for 2025/2026 school year (A)+(B)-(C)-(D)	:	\$258,164.00

Name of Teacher-in-charge of Capacity Enhancement Grant: Ms LING Yuen-ting

Signature: 

Date: 16-6-2025