

Queen's College

Year-end Review on the Use of Capacity Enhancement Grant 2020-21

Employment of 2 Teaching Assistants for English and Maths/IT and 0.5 Temporary Teacher for teaching Music and Computer

| | Period of Employment, Salary & MPF | Duties Performed | Evaluation on effectiveness |
|--|---|---|--|
| 1. Employment of a teaching assistant (English) | TA(Eng) 1-9-2020 to 31-8-2021 <i>\$ 17,955 /month</i> | TA(Eng) has helped the English Department in the following: 1. Giving supplementary exercises on grammar, listening and comprehension to less able S1 - S3 students; 2. Conducting enrichment classes for S1- S3 students; 3. Conducting the S.1 Peer Tutoring Programme (1 session) 4. English Builder total marks calculation for S1 – S5 students and handling technical matters of the system; 5. Taking minutes for staff meetings, and preparing English versions of minutes of Counselling Team and other school documents; 6. Performing miscellaneous non-teaching duties such as examination invigilation, stand-in duties and supervising students in activities outside school; 7. Assisting English teachers to prepare teaching materials; 8. Assisting in the Preparation Room during S4 – S6 SBA and 9. Assisting in the stock-taking of the department. | <ul style="list-style-type: none"> 19 S.1 students, 17 and 15 S.2 students, 12 and 15 S.3 students in the first and second terms respectively were given a total of 46 sets of revision notes and materials throughout the year. S1 - S3 students have made improvement in English and shown higher motivation to learn English and are more willing to complete grammar and writing exercises. She has relieved teachers of miscellaneous non-teaching duties. |
| 2. Employment of a teaching assistant (IT and Maths) | TA(Maths) 1-9-2020 to 31-8-2021 <i>\$ 17,955 /month</i> | TA(Maths) has helped the Mathematics Department as follows: 1. Conducting enrichment courses for S1-S3 students; 2. Using the MC scanner to help teachers to mark multiple choice exercises, tests and prepare survey analysis; 3. Providing assistance to teachers in preparing IT teaching materials; 4. Performing miscellaneous non-teaching duties such as examination invigilation and stand-in duties; 5. Assisting Mathematics teachers to prepare teaching materials and 6. Assisting in the stock-taking of the department. | <ul style="list-style-type: none"> 13 S1 students, 24 S2 students and 23 S3 students attended a total of 42 sets of revision notes and materials. These notes and materials have helped students to improve in the subject. He has relieved the workload of teachers in marking MC questions of tests/examinations. He has relieved teachers of their miscellaneous non-teaching duties. |

| | Period of Employment, Salary & MPF | Duties Performed | Evaluation on effectiveness |
|--|--|---|---|
| 3. Employment of 0.5 Temporary Teacher for teaching Music and Computer | Temporary teacher 11-9-2020 to 31-8-2021 <i>\$ 17,508 /month</i> | Temporary teacher has helped the Music and Computer Studies Department as follows: 1. Conducting Music lessons for S1-S3 students; 2. Conducting Computer Literacy lessons for S1 students; 3. Preparing supplementary exercises for students and 4. Arranging musical activities for students. | <ul style="list-style-type: none"> • He has helped to relieve teachers of teaching duties. • He has relieved teachers of their miscellaneous non-teaching duties. |

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| (A) Allocations for 2020-21 school year | : | \$ 638,461.00 |
| (B) Balance brought forward from CEG 2019/2020 | : | \$20,052.07 |
| (C) Total Expenditure for the period 1-9-2020 to 31-8-2021 | : | \$540,958.18 |
| (D) Transfer of Fund to OEPG from TA(BA) on 31-3-2021 | : | \$144,241.82 |
| (E) Balance carried forward for 2021/2022 (A)+(B)-(C)-(D) | : | -\$ 26,686.93 (To be top-up by baseline grant) |

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

Signature: _____

Date: 30-6-2021