

Queen Elizabeth School
Programme under
Capacity Enhancement Grant (CEG)
2023 / 2024

Programme	Budget	Target Group	Time Scale
1. Employment of an additional teacher	\$ 514,800 (including MPF)	Subject Department	Whole School Year
2. Employment of 1 teaching assistant	\$ 231,144 × 1 = 231,144 (including MPF)	Subject Departments and Functional Units	Whole School Year

Total: \$ 745,944

Forecast allocation of CEG for school year 2023/24	\$ 680,000
Suggested Top up by OEP	\$ 100,000

Forecast Funds available for school year 2023/24	\$ 780,000

Approved by: _____
(CHENG Kwok-yan, Brian)
Chairperson of SMC
Date: _____ 04 July 2023 _____

Programme Plan under Capacity Enhancement Grant (2023/2024)

School : Queen Elizabeth School

Time Scale	Strategies/ Tasks	Objectives	Procedures	Success Criteria	Evaluation Method	People responsible	Resources required
Sept. 2023 to Aug. 2024	To employ a temporary graduate teacher	To relieve the workload of teachers for the enhancement of learning and teaching, catering for learners' diversity, especially in assessment and the implementation of Senior Secondary Curriculum.	<ol style="list-style-type: none"> Employ a temporary graduate teacher. Assign teaching and non-teaching duties to the teacher employed. Monitor closely the work of the temporary teacher by HOD and Junior Form Coordinator concerned 	<p>Successful if:</p> <ul style="list-style-type: none"> The workload of the teachers is reduced so that they have more room for the enhancement of learning and teaching, catering for learners' diversity, especially in the assessment and the implementation of the Senior Secondary Curriculum. 	<ul style="list-style-type: none"> Lesson Observation Exercise books Inspection Feedback from teachers 	HOD and Junior Form Coordinator	<p><i>Assume 4.65% of salary increment</i></p> <p>Monthly Salary: \$41,400 & Monthly MPF: \$1,500</p> <p>Estimated Annual Salary = (\$41,400 + \$1,500) x 12 = \$514,800</p>
Sept. 2023 to Aug. 2024	To employ 1 teaching assistant	To assist in implementing of various programmes of subjects department and functional units	<ol style="list-style-type: none"> To assist teachers in implementing the planned programmes To give support to teachers in handling the work involved in preparing for the learning and teaching materials To reduce the workload of teachers 	<p>Successful if:</p> <ul style="list-style-type: none"> More students take part in various activities. 75% of teachers agree that the TA can provide support for preparing learning & teaching materials. 	<ul style="list-style-type: none"> Assessment of students' participation & performance in various programme Feedback from teachers 	HOD and Junior Form Coordinator	<p><i>Assume 4.65% of salary increment</i></p> <p>Monthly Salary: \$18,345 & Monthly MPF: \$917</p> <p>Estimated Annual Salary = (\$18,345 + \$917) x 12 = \$231,144</p>