

運用「學校發展津貼」計劃書

CEG1

學校：嘉諾撒培德書院

學年：2016/2017

項目	關注重點	策略 / 工作	預期好處	時間表	所需資源	成功準則	評估方法	負責人
課程發展 (促進教學設計)	<ul style="list-style-type: none"> 鞏固初中中等水平學生的中文基礎 發展初中中文科自主學習教材。 	<ul style="list-style-type: none"> 聘用一位中文科文憑教師 	<ul style="list-style-type: none"> 中等水平學生的語文能力所提升。 建立校本自主學習的教材。 	2016年9月至2017年8月	預計總開支 \$360,000.00	<ul style="list-style-type: none"> 成功開辦初中課後鞏固班，參與學生的成績，下學期的比上學期的進步 成功發展中一級的自主學習教材。 	<ul style="list-style-type: none"> 在科會議中檢討 教師觀察 校內成績比較 	中文科主任： 張健老師

Plan on Use of Plan on Use of Capacity Enhancement Grant

CEG2

Name of School: Pui Tak Canossian College

School Year: 2016/2017

Task Area	Major Area(s) of Concern	Strategies	Benefits Anticipated	Implementation Schedule	Resources Required	Success Criteria	Assessment Methods	Person-in-charge
Creating space for teachers to review the curriculum, prepare for the school-based curriculum, develop LAC materials, cope with diverse and special learning needs of students and conduct after school classes	<ol style="list-style-type: none"> 1. To release the teaching load of the teachers concerned for reviewing the present curriculum, particularly the interface of junior and senior curriculum 2. To promote language across the curriculum in the whole school approach 3. To enhance the potential and learning of students due to the diversity of learning abilities 4. To facilitate teachers in conducting after school classes 	<p>To recruit one full time English teacher to:</p> <ol style="list-style-type: none"> 1. take up some teaching duties (S.1, 2 and S.3) 2. help organizing English activities and promote English learning in school 3. conduct remedial classes after school 	<ol style="list-style-type: none"> 1. Teachers' workload in the following areas will be lessened: <ul style="list-style-type: none"> • teaching load • non-teaching duties • conducting English activities for students • preparing course materials for after school remedial classes 2. Teaching smaller classes 	September 2016 to August 2017	Total expense \$360,000.00 (including 5% MPF)	<ul style="list-style-type: none"> • Less able students can be helped individually in the after school remedial classes • Quality and quantity of teaching materials prepared • The teaching and non-teaching workload of teachers can be reduced 	<ul style="list-style-type: none"> • Performance reports of the additional teacher 	English Panel Chairperson: Ms. Vivienne Tang

運用「學校發展津貼」計劃書

CEG3

學校：嘉諾撒培德書院

學年：2016/2017

項目	關注重點	策略 / 工作	預期好處	時間表	所需資源	成功準則	評估方法	負責人
課程發展	減少教師監考工作以便騰出空間策劃協作教學、檢討工作及計劃未來	於上學期及下學期考試分別聘用一位監考員協助監考工作	減少教師考試的監考次數，從而可以有較充裕的時間舉行會議，策劃協作教學、檢討及規劃新學年的工作	2017年1月 及 2017年6月	預計總開支： \$11,000 監考員薪酬： 每天\$550.00 上學期監考次數：10次 下學期監考次數：10次	於考試期間騰出空間，讓老師參與教師研討日及進修課程 行政小組及各科老師可於年終考試期間舉行會議	<ul style="list-style-type: none"> • 中層管理委員會會議 • 行政及考試組會議 	評核及行政統籌主任： 陳景華老師