

Plan on Use of Capacity Enhancement Grant for 2011-2012

Name of School: Tsung Tsin Christian Academy

No. of operating classes: 29

Task Area	Implementation Plan	Benefits Anticipated	Time Scale	Method of Evaluation	Person-in-charge
Curriculum development Enhancing the learning effectiveness of students	To employ 2 TA	<ul style="list-style-type: none"> ● To supervise detention class ● To teach Chinese & English remedial classes ● To help data entry and filing of records ● To help substituting classes ● To help invigilation work ● To prepare the Chinese & English curriculum 	1 year	<ul style="list-style-type: none"> ● A review of measures taken to relieve teachers' non-teaching workload ● UT and assessment results analysis of the remedial classes 	Ms. Kwan Oi Chu
IT in learning and teaching	To employ 1 IT technician	<ul style="list-style-type: none"> ● To enhance the school network system ● To help with the day-to-day administration, operation and management of the computer rooms 	1 year	<ul style="list-style-type: none"> ● Maintain the smooth running of the school intranet and network system (Limited the down time of the system to 24 hours) 	Mr. Kwan Wai Kin
Enhancement of Extra-curricular activities	To employ 1 program assistant	<ul style="list-style-type: none"> ● To help with the administration, operators and management of the Extra-curricular activities 	1 year	<ul style="list-style-type: none"> ● Extra-curricular activities organized and activity evaluation ● A review of measures taken to relieve teachers' non-teaching workload 	Mr. Yim Kei Chu