

Po Leung Kuk Lam Man Chan English Primary School
Plan on Use of Capacity Enhancement Grant (2021– 2022)

Task Area	Major Area of Concern	Time Scale	Strategies/Tasks	Benefit Anticipated	Success Criteria	Method	Resources	People Responsible
Recruitment of 2 Extra-curricular Activities(ECA) Coordinators	To reduce the workload of the teachers in general so that teachers can have more focus on teaching and curriculum planning/design	Whole year	<ul style="list-style-type: none"> ✧ Assist in recruiting the participants of ECA ✧ Assist in arranging the venues and times of all the school teams and interest classes ✧ Assist in reserving the venue for whole school functions ✧ Assist in checking the attendance records of all the interest classes ✧ Assist in leading students to the competitions ✧ Assist in collecting and analyzing the parents' and students' feedback on the arrangement of the school teams and the interest classes ✧ Assist in keeping the records of students' performance in other learning experience 	Teachers overall workload relieved	Increased the efficiency in arranging all the school teams and interest classes for students	<ul style="list-style-type: none"> ✧ Feedback from teachers at the year-end meeting ✧ Parents' questionnaire ✧ Students' questionnaire 	Salary of 2 ECA Coordinators for 12 months and MPF contribution: \$419,820.00 x 105% =\$440,811.00	Head of Activities Department

Task Area	Major Area of Concern	Time Scale	Strategies/Tasks	Benefit Anticipated	Success Criteria	Method	Resources	People Responsible
Recruitment of 2 Librarians	To reduce the workload of the teachers in general so that teachers can have more focus on teaching and curriculum planning/ design	Whole year	<ul style="list-style-type: none"> ✧ Assist in stocking the story books ✧ Assist in managing the Access Management System ✧ Assist students in borrowing and returning books in the library ✧ Assist in classroom activities in Library lessons ✧ Assist in reading promotion 	Teachers overall workload relieved	Cultivated a love of reading in students	✧ Feedback from teachers	Salary of 2 Librarians for 12 months and MPF contribution: \$ 500,520.00 x105% =\$ 525,546.00	Vice Principal

	Income (2021-2022)	Expenditure (2021- 2022)	Balance Bought Forward (2021-2022)	
Balance bought forward from previous year			\$876,258.87	
Subsidy	\$880,060.00			
Recruitment of 2 ECA Coordinators (salary + MPF~employer)		\$440,811.00		
Recruitment of 2 Librarians(salary + MPF~employer)		\$525,546.00		
Total:	\$880,060.00	\$966,357.00	\$876,258.87	
Balanced carry down to next year				\$789,961.87

Subject to IMC approval.