



# Po Leung Kuk Lam Man Chan English Primary School

## 保良局林文燦英文小學

Farm Road Campus 農圃道校舍：

2, Farm Road, To Kwa Wan, Kowloon 九龍土瓜灣農圃道二號

Tel 電話：(852)2755 7799 Fax 傳真：(852)2755 7770

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Tel 電話：(852)2712 1270 Fax 傳真：(852) 2714 2658

### Po Leung Kuk Lam Man Chan English Primary School Plan on Use of Capacity Enhancement Grant (2017 – 2018)

Task Area	Major Area of Concern	Time Scale	Strategies/Tasks	Benefit Anticipated	Success Criteria	Method	Resources	People Responsible
Recruitment of 3 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"> <li>✧ Assist in recruiting the participants of ECA</li> <li>✧ Assist in arranging the venues and times of all the school teams and interest classes</li> <li>✧ Assist in reserving the venue for whole school functions</li> <li>✧ Assist in checking the attendance records of all the interest classes</li> <li>✧ Assist in leading students to the competitions</li> <li>✧ Assist in collecting and analyzing the parents' and students' feedback on the arrangement of the school teams and the interest classes</li> <li>✧ Assist in keeping the records of students' performance in other learning experience</li> </ul>	Teachers overall workload relieved	Increased the efficiency in arranging all the school teams and interest classes for students	<ul style="list-style-type: none"> <li>✧ Feedback from teachers at the year-end meeting</li> <li>✧ Parents' questionnaire</li> <li>✧ Students' questionnaire</li> </ul>	Salary of 3 ECA Coordinators for 12 months and MPF contribution: \$15,400x105% x 12 X 3 =\$582,120.00	Head of Activities Department



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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"> <li>✧ Assist in stocking the story books</li> <li>✧ Assist in managing the Access Management System</li> <li>✧ Assist students in borrowing and returning books in the library</li> <li>✧ Assist in classroom activities in Library lessons</li> <li>✧ Assist in reading promotion</li> </ul>	Teachers overall workload relieved	Cultivated a love of reading in students	✧ Feedback from teachers	Salary of 2 Librarians for 12 months and MPF contribution: (\$15,400+\$9950) x105% x 12 =\$319,410	Vice Principal



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### Budget:

	<b>Income (2017-2018)</b>	<b>Expenditure (2017-2018)</b>	<b>Balance Bought Downward (2016-2017)</b>	
Balance bought downward from previous year			\$677,618.15	
Subsidy	818,607.00			
Recruitment of 3 ECA Coordinators		\$582,120		
Recruitment of 2 Librarians		\$319,410		
Total:	818,607.00	\$901,530	\$677,618.15	
			Balanced carry forward to next year	594,695.15

Subject to IMC approval.