



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

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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 (2023– 2024)

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: \$535,500.84 + \$26,775.00 = \$562,275.84	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 1 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 1 Librarians for 12 months and MPF contribution: \$331,860.00 + \$16,593.00 = \$348,453.00	Vice Principal



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	Income (2023-2024)	Expenditure (2023-2024)	Balance Bought Forward (2023-2024)	
Balance bought forward from previous year			\$582,957.25	
Subsidy	\$892,422.00			
Recruitment of 2 ECA Coordinators (salary + MPF~employer)		\$562,275.84		
Recruitment of 1 Librarians(salary + MPF~employer)		\$348,453.00		
Total:	\$892,422.00	\$910,728.84	\$582,957.25	
Balanced carry down to next year				\$564,650.41

Subject to IMC approval.