



# 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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### Po Leung Kuk Lam Man Chan English Primary School Report on Use of Capacity Enhancement Grant (2022–2023)

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"> <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>	100% Salary of 2 ECA Coordinators for 12 months and 100% MPF contribution: \$ 502,726.42 + \$ 25,136.33 =\$ 527,862.75	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: \$ 580,587.44 + \$28,962.12 =\$ 609,549.56	Vice Principal



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	<b>Income (2022-2023)</b>	<b>Expenditure (2022- 2023)</b>	<b>Balance Bought Forward (2022-2023)</b>	
Balance Bought Forward from previous year			<b>\$827,947.56</b>	
Subsidy	<b>\$892,422.00</b>			
Recruitment of 2 ECA Coordinators (salary + MPF~employer) (100%)		<b>\$ 527,862.75</b>		
Recruitment of 2 Librarians(salary + MPF~employer)		<b>\$ 609,549.56</b>		
Total:	<b>\$892,422.00</b>	<b>\$1,137,412.31</b>	<b>\$827,947.56</b>	
			Balanced carry down to next year	<b>\$582,957.25</b>

Subject to IMC approval.