

St. Stephen's Girls' College

Plan on Use of Capacity Enhancement Grant for 2017-2018

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefits Anticipated	Time scale	Success Criteria	Method(s) of Evaluation	Person-in-charge
(i) Curriculum Development	(a) To support school-based assessment work in certain subjects To support video production within the school and subject departments	To employ one technician to assist teachers with video production for school-based assessment and projects. To conduct video production course for students.	Teachers' workload will be reduced to enhance curriculum development	Sept. 2017- Aug 2018	Teachers will have more time to concentrate on curriculum development	Performance appraisal of the technician	Ms K. P. Wong
	(b) Relieve teachers of non-teaching duties and preparation of course materials	To employ one teaching assistant to take on non-teaching duties currently performed by teachers and help teachers prepare course materials	Teachers' workload will be reduced to enhance curriculum development	Sept. 2017- Aug 2018	Teachers will have more time to concentrate on curriculum development	Performance appraisal of the teaching assistant	Ms. L. Y. Lam & Ms. Y. Lee
I. 課程發展	規劃課程、製作教材、發展校本課程設計的路向	校本中二級及中四級教材排版(文言及白話文)	<ol style="list-style-type: none"> 1. 提高學生的自學意識及能力; 2. 補充課堂之不足, 加強學生閱讀能力及文化素養; 3. 讓學生養成恆常閱讀名篇賞析篇章的習慣, 並學以致用. 4. 提供考試前的溫習素材. 	2017年9月至2017年10月	聘請專責人才協助教材整理; 成功製作校本自學材料, 並於2017年或以前印刷出版. 學生訂購率達90%或以上.	聘請兼職人員紀錄; 材料冊(印刷版); 訂購回條;	陳思茵老師/黃曉林老師
(II) Enhancing students'	To support weaker Liberal Studies students in F1 and F2	F1 English Enhancement Course (focusing on	F1: improved grammar accuracy & mastery of taught vocabulary	F1: 2 weeks (in May)	F1: improved grammar accuracy & mastery of taught vocabulary	Evaluation and feedback from students	Ms. K. M. Pun

language proficiency		grammar and vocabulary) F2 English Enhancement Course (focusing on reading and writing skills)	F2: improved reading and writing skills Teachers will have more time to focus on developing teaching plans and materials.	F2: 7 weeks (once a week from Oct to Nov)	F2: improved reading and writing skills		
II. 提高學生的語文能力	1.提高學生的普通話能力	舉辦各類普通話課程(如:語音訓練班,普通話小記者訓練班,普通話朗誦工作坊)及普通話日/周	1.提高學生對普通話的興趣 2.提高學生的普通話能力 3.培養重視及使用普通話的風氣	2017年10月至2018年4月	學生對普通話的興趣提高 學生的普通話能力提高 重視普通話學習的風氣更濃厚	進行調查,蒐集學生對工作坊的意見 評估學生寫作能力的表現 評估學生對活動的參與程度及意見	陳思茵老師
(III) Coping with Students' diverse learning needs	To enhance the learning capacity of the relatively weaker Mathematics students.	To employ Mathematics tutors to teach a series of intensive tutorial classes.	Teachers will have more time to focus on developing teaching plans and materials.	Sept 2017 to May 2018	More than 50% of students in tutorial classes demonstrate an improvement in terms of their examination ranking.	Surveys to gather feedback from participants in tutorial classes. Assessments of the students' performance in tutorial classes.	Mr. W.M. Chu
	To enhance critical thinking skills and communication skills in conducting IES in Liberal Studies	To employ a coach to conduct an IES writing workshop to help students enhance their survey questioning structures	Students will develop techniques to structure more effective survey questions	Dec 2017 – July 2018	Selected students gain greater confidence in composing survey questions Improvement in school-based assignments	Observation of teachers and coach Feedback from teachers & coach	Mrs. S.Y. Fung
	To enhance the leadership qualities of potential student leaders	To hire coaches to run a leadership training course for student leaders in Junior Form	Students will develop a better understanding about leadership skills, individual abilities, team spirit, interpersonal and communication skills, and problem solving skills.	June to July 2018	Students develop confidence to take on leadership roles. Students are better prepared to be future leaders.	Evaluation and feedback from students	Ms Y. Lee & Ms W.S. Chan