The Education University of Hong Kong Jockey Club Primary School
2024-2025
Plan for the Use of Capacity Enhancement Grant

Means by which teachers have been consulted: Staff Meeting

No. of operating classes: 24

Carried Forward:	$328,865.13
CEG for 2024-2025：	$827,452.00
Proposed Budget for 2024-2025	$992,130.00
Brought Forward:	$164,187.13

Item	Details	Time Frame	Budget	Evaluation Criteria (Indicator)	Responsible Party
1. Enhance students' language proficiency	Implement the School-based Reading and Writing Programme (KSl & KS2) to arouse students' interest in reading English books and develop their reading and writing skills. Implement the Home Reading Programme to develop students' reading ability. The NETs, local English teachers and assistant teachers work collaboratively to support the development of the Reading and Writing Programme and Home Reading Programme.	Whole year	Purchase of reading materials and stationery for the School-based Reading and Writing Programme as well as the Home Reading Programme. **Total:** **$3,000**	Assessment of students' reading level using the PM Benchmark Reading Assessment Resource and the PM Benchmark Literacy Assessment 2. Assessment of students' reading and writing performance in the School-Based Reading and Writing Programme.	English Panel Head and the NETs

Item	Details	Time Frame	Budget	Evaluation Criteria (Indicator)	Responsible Party
2. Enrich English learning environment	Enhance students' learning experiences in the English language from Primary 1-6. Bring authentic language proficiency and cultural insights to students. Level each student's reading competency every term as part of the Home Reading Programme.	Whole year	Salary for 1 Native-speaking English Teacher (NET) **Total:** **$180,000**	Students actively engage with NETs both during regular class time and on English events such as English Wednesday. On a weekly basis, students will receive levelled readers that precisely match their individual reading levels. At the end of the academic year, parents will receive a report indicating their child's current reading level.	English Panel Head and the NETs
3. Relieve teachers' workload so that teachers can concentrate on curriculum development	Assist in the implementation of the Home Reading Programme and the School-based Reading and Writing Programme. Assist teachers to prepare teaching aids and materials. Assist in organizing extra-curricular activities for students. Assist teachers to monitor students during recess.	Whole year	Salary for 3 (12 months) Assistant Teachers (AT) and 1 (2 months PT) Assistant Teacher (A) Assistant Teacher $17,500 per month for 1 AT (including 5%MPF) for 12 months, i.e. $18,375 X 12 =$220,500 (B) Assistant Teacher $17,000 per month for 1 AT (including 5%MPF) for 12 months, i.e. $17,850 X 12 =$214,200 (C) Assistant Teacher $16,800 per month for 1 AT	Teachers' feedback and commitment to teaching preparation as a result of the alleviation of teachers' administrative workload.	Administration Team and Subject Panel Heads

Item	Details	Time Frame	Budget	Evaluation Criteria (Indicator)	Responsible Party
			(including 5%MPF) for 12 months, i.e. $17,640 X 12 =$211,680 (D) Assistant Teachers $17,500 per month for 1 AT (Part-time) (including 5%MPF) for 2 months, i.e. $18,375 X 2 =$36,750 **Total:** **$683,130**		
4. Integrate information technology in teaching	Assist in the maintenance of e-Learning infrastructure. Provide students in e-Bag classes with extra technical support. Deliver digital devices to non-e-Bag classes to support students' learning. Assist teachers in developing and managing e-Learning materials.	Whole year	Salary for 1 Technical Support Staff (TSS) $10,000 per month for 1 TSS (including 5%MPF) for 12 months, i.e. $10,500 X 12 =$126,000 **Total:** **$126,000**	The equipment downtime is reduced. Students in all classes can access digital devices to search for information and complete tasks or assignments anytime at school. E-Learning materials are developed and managed appropriately.	e-Learning Team Leader IT Panel Head
Total:			**$992,130.00**		