### Plan on Use of Capacity Enhancement Grant (2006 – 2007)

**Name of School:** True Light Girls’ College  
**Means by which teachers have been consulted:** Opinion survey followed by staff meeting  
**No. of operating classes:** 24

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<th>Performance Indicators</th>
<th>Assessment Mechanism</th>
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</table>
| 1. Curriculum Development                      | 1. To assist teachers in their non-teaching duties  
2. To provide remedial teaching to students with learning difficulties. | 1. To employ a teaching assistant to assist teachers in preparing teaching materials  
2. To provide tutorial classes for weaker students. | 1. Teachers’ workload in the preparation of teaching materials and setting of test and exam papers will be relieved.  
2. Teachers’ workload in teaching weaker students will be relieved. | From Sept 2006 onward for one year. | Salary of the teaching assistant for the yr. | Over 70% of teachers satisfied with the work of the teaching assistants | 1. Performance appraisal on the teaching assistant.  
2. Exam results of target students. | Tam KH |
### Plan on Use of Capacity Enhancement Grant (2006 – 2007)

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| Curriculum Development        | 1. To assist teachers in their non-teaching duties.  
2. To assist teachers in their non-teaching duties | 1. To employ 2 teaching assistants to assist teachers in preparing teaching materials and completing their non-teaching duties.  
2. Teachers’ workload in teaching weaker students will be relieved. | 1. Teachers’ workload in the preparation of teaching materials and setting of test and exam papers will be relieved.  
2. Teachers’ workload in teaching weaker students will be relieved. | From Sept 2006 onward for one year. | Salary of the teaching assistant for the yr. | Over 70% of teachers satisfied with the work of the teaching assistants. | Performance appraisal on the teaching assistant. | Tam KH           |
Plan on Use of Capacity Enhancement Grant (2006 – 2007)

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<tr>
<td>Catering for gifted students</td>
<td>To provide enrichment course to gifted students</td>
<td>To provide enrichment course to able students of S.1 –4 through the service provided by educational institutes.</td>
<td>Teachers’ workload in coping with the special learning needs of students will be relieved.</td>
<td>From Aug 2006 to May 2007</td>
<td>Cost of the service (including salaries of tutors and administration costs)</td>
<td>1. Over 60% of students satisfied with the course</td>
<td>1. Course evaluation questionnaire for both tutors &amp; students.</td>
<td>Tam KH &amp; Tang YK</td>
</tr>
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<td></td>
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<td>2. Students complete 80% of their assignment of the course.</td>
<td>2. Course materials and students’ assignment.</td>
<td>3. Results of mathematics contest.</td>
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<td></td>
<td>3. Better results in math. contests.</td>
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Plan on Use of Capacity Enhancement Grant (2006 – 2007)

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| Catering for the needs of less able students | To provide mathematics tutorial course to S5 less able students | To provide mathematics tutorial course to less able students of S.5 through the service provided by educational institutes | Teachers’ workload in coping with the special learning needs of students will be relieved. | A total of five lessons in April 2006. | Cost of the service (including salary of tutors and cost for administration and teaching materials) | The overall credit percentage of HKCEE Mathematics will be increased by 5% | 1. Course evaluation questionnaire for both tutors & students.  
2. Course materials and students’ assignment.  
3. HKCEE results of Mathematics | Tam KH & Tang YK |
## Plan on Use of Capacity Enhancement Grant (2006 – 2007)

**Name of School:** True Light Girls’ College  
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| Catering for the learner’s differences | To provide mathematics enhancement course for more able S5 Arts students to prepare them for HKCEE | To provide a mathematics enhancement courses to more able Arts students of S.5 through the service provided by educational institutes | Teachers’ workload in coping with the special learning needs of students will be relieved. | A total of three lessons for the more able students in April 2006. | Cost of the service (including salary of tutors and cost for administration and teaching materials) | The overall credit percentage of HKCEE Mathematics will be increased by 5% | 1. Course evaluation questionnaire for both tutors & students.  
2. Course materials and students’ assignment.  
3. HKCEE results of Mathematics | Tam KH & Tang YK |
## Plan on Use of Capacity Enhancement Grant (2006-2007)

**Name of School:** True Light Girls’ College  
**Department/Committee:** English  
**Means by which teachers have been consulted:** Opinion survey followed by staff meeting  
**No. of operating classes:** 24

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| (a) Enhancing average students’ standard of English  
(b) Improving students’ examination skills | **S. 5 English Enhancement Course**  
- Help average students of S. 5 to improve their examination skills and increase the credit percentage in the HKCEE | A qualified and experienced teacher is responsible for running this program – a total of fifteen lessons of two hours each, held on Saturday afternoons in our school for a class of thirty Secondary 5 students.  
The tutor develops course materials tailor-made for our students’ needs. | (a) Average students will develop greater confidence in their language skills  
(b) Average students are equipped with examination skills so as to well prepare for the public examination | **Phase I**  
- Consulting S.5 teachers about the specific needs of their average students  
- Finding suitable tutor for the course | Cost of service (including salary of tutor and cost for administratio and teaching materials) | (a) Comparing test scores with the placement test scores  
(b) Students’ confidence level  
(c) Performance of participating students in the HKCEE | Reports by the teacher(s) and evaluative questionnaires by students at the end of the program | Wong PY & Liu SK |
## Plan on Use of Capacity Enhancement Grant (2006-2007)

**Name of School:** True Light Girls’ College  
**Department/Committee:** English  
**Means by which teachers have been consulted:** Opinion survey followed by staff meeting  
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| Consolidate weaker students’ English foundation and enhance their standard of English | S. 6 English Enhancement Course  
- Help weaker students of S. 6 to consolidate their English foundation and enhance their standard of English | A qualified and experienced teacher is responsible for running this program – a total of fifteen lessons of two hours each, held on Saturday afternoons in our school for a class of thirty S. 6 Secondary students. The tutor develops course materials tailor-made for our students’ needs. | (a) Weaker students will develop greater confidence in their language skills  
(b) Weaker students will have a more solid English foundation | Phase I  
- Consulting S. 6 teachers about the specific needs of their weaker students  
- Finding suitable tutor for the course  
Phase II  
- Enrolment of students in the schemes  
- Developing course materials to cater for students’ needs  
Phase III  
- Running and supervising the courses  
Phase IV  
- Evaluation | Cost of service (including salary of tutor and cost for administration and teaching materials) | (a) Students’ confidence level  
(b) Performance of participating students in the HKALE | Reports by the teacher(s) and evaluative questionnaires by students at the end of the program | Wong PY |
## Plan on Use of Capacity Enhancement Grant (2006-2007)

### Name of School: True Light Girls’ College

### Means by which teachers have been consulted: Opinion survey followed by staff meeting

### No. of operating classes: 24

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<td>(a) Enhancing bottom students’ standard of English</td>
<td>S. 1-3 English Enhancement Course</td>
<td>(a) Several instructors will be responsible for running this program—a total of ten lessons of two hours each, held in the summer holidays in our school for 3 classes of twenty students. (b) With the help of English teachers, the tutor develops course materials which are tailor-made for our students’ needs.</td>
<td>(a) It is hoped that students will develop greater confidence in their language skills. Students are better prepared for the demands and challenges ahead of them in the next academic year.</td>
<td>Phase I (May) - Consulting junior form English teachers about the specific needs of their average students. - Finding suitable tutors for the course.</td>
<td>Cost of service (including salary of tutor and cost for administration and teaching materials)</td>
<td>(a) Comparing test scores with the placement test scores (b) Students’ confidence level (c) Questionnaires by both tutors and participating students</td>
<td>Reports by the teacher(s) and evaluative questionnaires by students at the end of the program</td>
<td>Wong PY</td>
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<tr>
<td>(b) Preparing students for the next academic year</td>
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使用「學校發展津貼」計劃(2006-2007)

校名： 真光女書院
科目： 中文科

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<th>預計受益對象</th>
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<th>成功指標</th>
<th>評估方式</th>
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| 中國語文會考(2007年)新課程 | 1. 協助統籌及推動任教會考班之老師為本校製訂會考(2007年)新課程;  
   - 建立單元架構  
   - 制定學習目標  
   - 組織學習重點  
   - 搜集教研材料  
   - 選擇學習教材  
   - 編製補充教材  
   - 設計學習活動  
   - 訂立評估標準  
   以供有關老師斟酌、參考、採行。 2. 每循環週任教中三及中四各一班中國語文(14節)。 3. 每循環週任教5-6班普通話(5-6節)。 4. 負責訓練中一普通話社訓練。 5. 擔任一班班主任。 | 聘請中文助教(兼職)一名，條件為：  
   - 具大學中文系學位；  
   - 熟悉"Microsoft Word", "Power Point", "Excel"等軟件操作；  
   - 深諳倉頡輸入法，每分鐘30字或以上；  
   - "教師語文能力評核(普通話)'達標；  
   - 有中文、中史及普通話科教學經驗者尤佳。 | | | | | 凌錦添老師 |
Plan on Use of Additional Funding of Capacity Enhancement Grant to Relieve Teachers’ Workload (06-07)

校名： 真光女書院

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| 中國語文會考(2007年)新課程 | 1.將中四其中一班中文成績較差的學生分成兩組，由兩位老師任教，聘請一半聘老師任教其中一組，望能對成績較弱之學生有保底作用。(7+1)X1班=8節 | 將中四及中五級全級中文科成績最差之20人組成一輔導班，並將中四及中五之教節增至8節，其中兩節為說話能力訓練，聘請全職中文教師一名任教。條件為：
- 具大學中文系學位；
- 「教師語文能力評核(普通話)」達標；
- 有中文、中史及普通話科教學經驗則更佳。 | 1.提升中四成績較差學生中文水平；
2.支援任教中四、中五中文科老師，透過協助訓練說話能力，以減輕其工作量及新課程對老師造成之壓力；
3.在新課程強調「校本」的原則下，因材施教，提高學生之學習興趣及成效。 | 2006年9月至2007年8月 | 該半職中文教師之薪金 | 1.輔導班學生之中文科會考成績全都能取得三等，部分更能取得四等；
2.中四及中五級每位學生在說話能力方面每學期均有4次或以上練習之機會。 | 負責老師會在計劃完畢向校方提交書面報告，供校方他日是否繼續採用類似之計劃參考之用。 | 凌錦添老師 |
## Plan on Use of Additional Funding of Capacity Enhancement Grant to Relieve Teachers’ Workload (06-07)

**Name of School:** True Light Girls’ College  
**Department/Committee:** English

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| Helping both teachers and students prepare for the coming SBA and TSA | - To help prepare students for the SBA and TSA in S.4 and S.3  
- To help assess the S.4 students SBA and oral exam  
- To implement split class oral lessons in at least 70% of classes so as to boost students’ confidence in their ability to communicate. | One English major teacher being employed to take up around 2-3 classes and prepare materials for the teaching of the SBA and TSA. He / she can also help assess S.4 students. The NET can be given 1-2 classes and help teach oral lessons as well as focus her time on ECA, promoting an English rich environment | An extra teach to help assess S.4 SBA and oral English. The NET being used to promote an English-rich environment as well as take up more ECA. They can also help students with their oral English, while the other teachers can focus on the other skills | 1) June 2006 interview applicants  
2) June 2006 Panel Meeting to set time table and decide on how oral lessons to be arranged and what extra oral activities can be organized | One extra English teacher | At least 70% students in school can enjoy split class oral lesson with a Native English speaker. A systematic set of teaching materials being prepared for SBA and TSA. 70% of students feel more confident in their oral English. Students can also be more thoroughly prepared for oral exams. | Time table and qualitative questionnaire conducted to collect students’ views on their level of confidence Teaching materials | Wong PY & Taylor M |
### Plan on Use of Additional Funding of Capacity Enhancement Grant to Relieve Teachers’ Workload (06-07)

**Name of School:** True Light Girls’ College  
**School Year:** 2006-2007  
**Department/Committee:** Mathematics

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| Cater for learners’ differences & Provide assistance in TSA | - To help prepare students for the Mathematics TSA in S.3  
- To provide remedial teaching in Mathematics for weaker students in S.1 to S.5. | Divide the weakest eighty students in each form (from S.1-4) into three groups with about 28 students in each group, thus small-class teaching with more attention to weaker students will be facilitated. | Those weaker students will have better learning motivation through the more intensive care from teachers. Teachers’ workload may be reduced due to the smaller class size. | Sept 06 | Aug 07 | One extra Mathematics teacher | The passing rate of those weaker students in school examination will be increased by 20% | School Examination results | Tam KH & Tang YK |
Plan on Use of Capacity Enhancement Grant (2006 – 2007)

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<td>Curriculum Development</td>
<td>To enhance the learning skills of S.1, S.4 and S.6 students</td>
<td>To provide learning enhancement workshops to all S.1, S.4 and S.6 students through the service provided by educational institutes</td>
<td>Students will be better equipped for future learning Teachers may use students’ assignment to further enrich their teaching</td>
<td>Sept-Dec 2006</td>
<td>Cost of the service (including salary of tutors and cost for administration and teaching materials)</td>
<td>Over 50% of the students find the workshops useful Satisfactory completed assignments</td>
<td>Evaluation questionnaire Checking of the quality of the assignments</td>
<td>Tam KH &amp; Tang YK</td>
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