N.T. Heung Yee Kuk Yuen Long District Secondary School

Plan on the Use of Capacity Enhancement Grant in the 2026/27 School Year

Our School has read and understands the ground rules and procedures in the utilisation of the Capacity Enhancement Grant (CEG). The following plan on the use of the CEG is drawn up after full consultation with teachers:

Time Scale	Strategies/ Tasks	Objectives	Procedures	Success Criteria	Evaluation Method	People responsible	Resources required
Sept. 2026 to Aug. 2027	To employ a temporary graduate teacher	To relieve the workload of teachers for the enhancement of learning and teaching, catering for learners' diversity, especially in assessment and the implementation of Senior Secondary Curriculum.	1. Employ a temporary graduate teacher. 2. Assign teaching and non-teaching duties to the teacher employed. 3. Monitor closely the work of the temporary teacher by HOD and Junior Form Coordinator concerned	Successful if: ● The workload of the teachers is reduced so that they have more room for the enhancement of learning and teaching, catering for learners' diversity, especially in the assessment and the implementation of the Senior Secondary Curriculum.	● Lesson Observation ● Exercise books Inspection ● Feedback from teachers	HOD	Monthly Salary: $59,110 Monthly MPF: $1,500 Annual Salary = ($59,110 + $1,500) x 7 = $424,270* * Salary will be covered for 5 months by OEP *upon revising after the TT salary is updated
Sept. 2026 to Aug. 2027	To employ a teaching assistant (Chinese)	To assist in implementing enrichment programmes on extensive reading/oral practices and to help in language proficiency promotion activities	1. To assist teachers in implementing the planned programmes 2. To give support to teachers in handling the work involved in preparing for the learning and teaching materials 3. To reduce the workload of teachers	Successful if: ● More students take part in reading and oral activities. ● 75% of teachers agree that the TA can provide support for preparing learning & teaching materials.	● Assessment of students' participation & performance in oral practices, presentation skills and development of reading habits ● Feedback from teachers	HOD	Monthly Salary: $ 18895 & Monthly MPF: $ 944.75 Annual Salary: = ($18895 + $944.75) x 12 = $238,077* *upon revising after the TA salary is updated