

Plan on Use of Capacity Enhancement Grant (2019-2020)

| Major Area(s) of Concern | Strategy | Benefits Anticipated | Method of Evaluation | Time Scale | Person-in-charge | Means by which teachers are consulted |
|----------------------------------|---|--|-----------------------------|-------------------|-------------------------|--|
| 1. To relieve teachers' workload | <ul style="list-style-type: none"> - To employ supply teachers on a need basis - To employ teaching assistants and supporting staff: <ul style="list-style-type: none"> • to assist in preparing teaching materials • to provide administrative support to teachers • to assist in organizing school events and activities for students | <ul style="list-style-type: none"> - To ensure that students' learning will not be affected during the absence of teachers. - Teachers will have more capacity to enhance teaching, and curriculum planning/design | - Feedback from teachers | Whole year | Senior Vice-Principal | 1 st General Staff Meeting |

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| Surplus from 2018-2019: | \$ 0 |
| Grant for 2019-2020: | \$ 1,013,096.00 |
| Total amount of grant available for 2019-2020: | \$ 1,013,096.00 |
| Proposed budget for 2019-2020: | \$ 1,013,096.00 |
| Expected surplus for 2019-2020: | \$ 0.00 |