

**St. Margaret's Girls' College, Hong Kong**  
**2016-2017**

**Use of the Basic Provision of Capacity Enhancement Grant**

**1. Evaluation Report**

**(i) To employ a teaching assistant**

To lessen the burden of teachers on preparing teaching materials, developing teaching aids and carrying out some paper work, a teaching assistant was employed throughout the academic year as planned. From the year-end evaluation, nearly 80% of the teachers commented that the teaching assistant helped to relieve their workload like translating various documents and filing newspaper clippings. On the whole, they were satisfied with the performance of the TA and found themselves benefitted from it. They could have more time to prepare their lessons. All teachers hoped that there would be a teaching assistant in the coming academic year.

**(ii) To employ two Other Learning Experiences (OLE) assistants**

Two assistants were employed throughout the year to offer help to teachers-in-charge of Other Learning Experiences. The overall-in-charge and more than 80% of the teachers concerned found that their assistance enabled them to spare more time on planning the activities. Various other learning experiences activities were successfully held. Such posts should be retained in the coming academic year.

**2. Financial Report**

Balance of surplus brought forward:	\$189,654.00
Grant received:	\$158,032.00
Total expenses:	\$192,307.50
Balance of surplus carried forward:	\$155,378.50

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