

St. Margaret's Girls' College, Hong Kong
2014-2015
Evaluation Report & Financial Report:
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 to relieve their workload like lesson substitution, examination invigilation, typing various documents and holding activities. However, he quitted after a month of service. At the year-end evaluation, 22 out of 23 teachers stated their hope that there should be a teaching assistant in the coming academic year.

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

Instead of employing two assistants to offer help to teachers-in-charge of Other Learning Experiences throughout the year, for special reasons, they only served the school in September. Since the overall-in-charge and more than 80% of the teachers concerned found that their assistance was indispensable to the success of the activities carried out, they requested such posts to be retained in the coming academic year.

2. Financial Report

Grant received	\$222,904.00
Total expenses	\$15,750.00
Balance of surplus carried forward	\$207,154.00

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