

**St. Margaret's Girls' College, Hong Kong**  
2015-2016

**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, all of the teachers commented that the teaching assistant helped to relieve their workload like lesson substitution, examination invigilation, typing various documents and holding activities. All teachers 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**

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**

Balance of surplus brought forward:	\$207,154.00
Grant received:	\$190,500.00
Total expenses:	\$208,000.00
Balance of surplus carried forward:	\$189,654.00

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