

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

Plan on Use of the Basic Provision of Capacity Enhancement Grant

Task Area	Strategy	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method of Evaluation	People Responsible	Budget
Learning & Teaching	To employ a teaching assistant	*Teachers can be relieved of the workload of substituting for lessons * All teachers can be relieved of the workload of preparing teaching materials, typing tests and examination papers and organizing subject-related activities	9/15 – 8/16	Salary of the teaching assistant for 12 months (including MPF)	80% of the teachers concerned find the teaching assistant helpful in relieving their workload	Questionnaire	All teachers	Balance of surplus brought forward: \$207,154 Grant received: \$184,200
Support for Students	To employ two Other Learning Experiences (OLE) assistants	Teachers can be relieved of the workload relating to the running of OLE	9/15 – 8/16	Salary of 2 OLE assistants for 12 months (including MPF)	80% of the teachers concerned find the activity assistants helpful in relieving their workload	Discussion with relevant teachers	IC of the OLE	Total estimated expenses: \$391,354 Deficit (to be covered by school's fund): \$0