

Sir Ellis Kadoorie Secondary School (West Kowloon)  
Use of Support Grant for Enhanced Chinese Learning and Teaching for NCS students (2017-2018)  
Programme Plan

Achievement Targets	Strategies / Tasks	Time Scale	Success Criteria	Method of Evaluation	People Responsible	Resource Required
<p>1. To create an inclusive learning environment to enhance students' learning ability in NCS Chinese.</p>	<p>1. To employ 2 teaching assistants (TAs) for the NCS Chinese Department to</p> <ul style="list-style-type: none"> <li>-- organize lunch time/ after-school/ holiday tutorial classes, Chinese Club activities and S.1 after-school cultural programme.</li> <li>-- prepare extra learning materials for students and help the department with administration work as required.</li> </ul> <p>2. To employ 3 temporary teachers for the NCS Chinese Department to</p> <ul style="list-style-type: none"> <li>-- conduct S.1 after-school cultural programme, after-school tutorial classes, summer academic programme for S1 to S3 students and small group speaking classes for S.2 and S.3 students.</li> </ul>	<p>Sep 2017 to Aug 2018</p>	<ul style="list-style-type: none"> <li>• Lunch time / after-school/ holiday tutorial classes, S.1 after-school cultural programme are organized.</li> <li>• Extra worksheets are prepared to help students cope with their studies in NCS Chinese.</li> <li>• At least three activities are organized in Chinese Club/ Chinese Week</li> <li>• 70% of the participating students agree that these programmes are able to help them learn Chinese effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance record of lunch time/ after-school/ holiday tutorial classes</li> <li>• Student Assignment Inspection</li> <li>• Observation from teachers of NCS Chinese Department</li> <li>• Feedback from students and teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Head of NCS Chinese Department</li> <li>• Other teachers involved</li> </ul>	<p>Salary of 2 TAs + MPF (\$ 356,520)</p> <p>Salary of 3 temporary teachers + MPF (\$1,328,848)</p> <p>Expenses for S.1 after-school cultural programme and Chinese Week (\$ 30,000)</p>

Achievement Targets	Strategies / Tasks	Time Scale	Success Criteria	Method of Evaluation	People Responsible	Resource Required
3. To relieve the workload of the Head/ Deputy Head of the NCS Chinese Department and the Coordinator of the NCS Chinese Enhancement Programme	1. To employ the teaching assistants and temporary teachers as mentioned above to share the work load of teaching duties and abundant administration work of the Head/Deputy Head of the NCS Chinese Department and the Coordinator of the NCS Chinese Enhancement Programme	Sep 2017 to Aug 2018	<ul style="list-style-type: none"> <li>• Efficient administration support is provided to the NCS Chinese Department and other duties as assigned by the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from the Head/ Deputy Head of the NCS Chinese Department and the Coordinator of the NCS Chinese Enhancement Programme</li> </ul>	Head of NCS Chinese Department	

**Estimated Total: \$ 1,715,368**