

獻主會溥仁小學

2022-2023 年度

學校發展津貼

報告書

2022-2023 年度「學校發展津貼」報告書

學校：獻主會溥仁小學

編號	項目	數額	作用	實際支出
1	Classroom Assistant (PLP-R/W)	1 名	To assist and to carry out the PNET Literacy Programme in 2022-23	\$189,420.00
2	Native English Teacher Service (ELTA)	1 名	To increase students' interest in learning English and opportunity to speak English	\$238,500.00
3	聘用資訊科技助理	1 名	減輕教師非教學工作，讓教師專注發展有效的學與教策略	\$251,433.00
			總數：	\$679,353.00

Po Yan Oblate Primary School
2022-23 Capacity Enhancement Grant Report
Classroom Assistant of PNET Literacy Programme

Classroom Assistant: Mr Chan Ling Hin

Serving period: 1st October, 2022 – 31st August, 2023

Working Hours: 8:00 a.m. – 5:00 p.m. (Monday to Friday)
9:00 a.m. – 1:00 p.m. (Saturday)

Estimated Expenditure: \$206,640.00

Actual Expenditure: \$189,420.00

Job duties:

1. Prepare teaching aids, worksheets, students' portfolios, PLP-R/W books;
2. Borrow and return PLP-R/W books;
3. Stock take of books;
4. Participate in lesson planning and evaluation
5. Carry out students' assessment such as reading levels, sight words, high frequency words and other assessments;
6. Manage classroom resources.

Report for Mr Chan Ling Hin:

Mr Chan is responsible for the above listed job duties in the PLP-R/W Programme from 1st October, 2022 to 31st August, 2023. He works effectively and efficiently. He always offers help in the programme and he gives valuable suggestions, opinion, interesting and useful ideas to promoting learning English in fun ways. Details refer to the questionnaire result.

Result of the Questionnaire: See Appendix 1

Po Yan Oblate Primary School Appendix 1
2022-23 Classroom Assistant Questionnaire Result

Mr Chan Ling Hin is our Classroom Assistant in the school year of 2022-23 from 1st October, 2022 to 31st August, 2023. In this serving period, his main tasks are:

1. Prepare teaching aids, worksheets, students' portfolios, PLP-R/W books;
2. Borrow and return PLP-R/W books;
3. Stock take of books;
4. Participate in lesson planning and evaluation
5. Carry out students' assessment such as reading levels, sight words, high frequency words and other assessments;
6. Manage classroom resources.

Po Yan Oblate Primary School
2022-23 Capacity Enhancement Grant Report
Native English Teacher Service

Teacher(s): Ms Sara Sharifi

Contract period: 1st November, 2022- 31st July, 2023

Estimated Expenditure: \$265,000.00

Actual Expenditure: \$238,500.00

Focuses & strategies:

- To increase students' interest in learning English and opportunity to speak English by the following ways:
 1. The NET teacher provides speaking workshops and other English-related activities
 2. The NET teacher holds games or small group discussions with students and have students participate in conversations with teachers and their classmates

Report:

The Native English Teacher Service has started from 1st November. With the Native English Teacher Service, students enjoyed the speaking workshops with the NET teacher. They had the opportunity to speak English with the NET teacher and their classmates. The Native English Teacher Service helped increase students' interest in learning English and opportunity to speak English.

獻主會溥仁小學
2022-2023 年度「學校發展津貼」報告書
聘用資訊科技統籌員檢討報告

姓名：歐陽振祥

工作範圍：詳見「學校發展津貼」計劃書

目標	策略	成功準則	施行情況	建議/跟進事項
<p>減輕教師非教學工作，讓教師專注發展有效的學與教策略。</p>	<p>聘用資訊科技統籌員一名</p> <ul style="list-style-type: none"> • 協助製作教具 • 協助處理視聽器材 • 協助製作學校網頁 • 協助拍攝及製作學園電視短片 • 協助 Websams 的運作，包括輸入學生資料及成績。 • 協助學生有效使用電腦 • 協助教師進行電腦課堂 • 助處理學生電子通告系統 	<ul style="list-style-type: none"> • 能減輕教師預備教具及教材的工作量 • 讓教師有更多學與教的實踐及反思 	<ul style="list-style-type: none"> • 根據計劃於學期末進行問卷調查 	<ul style="list-style-type: none"> • 上學期輸入學生成績時出現較嚴重錯誤，影響部分學生的名次。提醒歐陽振祥先生每次入分時遇到問題，必須立即通知薛主任，不要擅自處理。