

獻主會溥仁小學

2022-2023 年度

學校發展津貼

計劃書

2022-2023 年度  
學校發展津貼財政預算

編號	頁數	項目	數額	作用	全年實際支出
1	P.2	Classroom Assistant of PNET Literacy Programme (P.1: Space Town Literacy Programme/P.2-3: PLP-R/W Programme)	1 名	To assist and carry out Programme the PENT Literacy Programme in 2022-23	\$206,604.00
2	P.3	English Language Teaching Assistant (ELTA) Services	1 名	<ul style="list-style-type: none"> <li>• provides speaking workshops and other English-related activities</li> <li>• holds games or small group discussions</li> </ul>	\$265,000.00
3	P.4	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	\$246,960.00

總數：	\$718,564.00
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**Po Yan Oblate Primary School  
2022-2023 Capacity Enhancement Grant Proposal**

Scheme	Focus	Strategies	Expected Outcomes	Timetable	Resources	Success Criteria	Assessment Method	Teacher-in-charge
Classroom Assistant of PNET Literacy Programme (P.1: Space Town Literacy Programme/ P.2-3: PLP-R/W Programme)	To assist and to carry out the PNET Literacy Programme in 2022-23	<ol style="list-style-type: none"> <li>1. Support teachers' teaching and carry out formative and summative assessment in the classroom.</li> <li>2. Attend the co-planning sessions.</li> <li>3. Prepare all the teaching materials for the lessons.</li> <li>4. Maintain classroom resources.</li> <li>5. Attend professional development of the Literacy Programme.</li> </ol>	<ol style="list-style-type: none"> <li>1. Support teaching and learning in the classroom.</li> <li>2. Contribute in the co-planning sessions.</li> <li>3. Prepare all the teaching materials and maintain classroom resources.</li> <li>4. Attain professional knowledge about the programme.</li> </ol>	1 <sup>st</sup> Sept., 2022 to 31 <sup>st</sup> Aug., 2023	Recruit a Classroom Assistant (Preferably with a diploma or higher education in related field.) \$206,640.00	<ol style="list-style-type: none"> <li>1. Maintain the English Room with resources and teaching aids.</li> <li>2. Attend PD of the Literacy Programme.</li> <li>3. 80% of the LET teachers satisfy with the work of the CA.</li> </ol>	<ol style="list-style-type: none"> <li>1. Record of the resources of the English Room</li> <li>2. Questionnaire (Each Term)</li> </ol>	Miss Ho Yuen Kwan

**Po Yan Oblate Primary School  
2022-2023 Capacity Enhancement Grant Proposal**

Scheme	Focus	Strategies	Expected Outcomes	Timetable	Resources	Success Criteria	Assessment	Teacher in Charge
English Language Teaching Assistant (ELTA) Services	To increase students' interest in learning English and opportunity to speak English	<ol style="list-style-type: none"> <li>1. The ELTA teacher provides speaking workshops and other English-related activities</li> <li>2. The ELTA teacher holds games or small group discussions with students and have students participate in conversations with teachers and their classmates</li> </ol>	<ol style="list-style-type: none"> <li>1. Students increase their interests in learning English</li> <li>2. Students can speak English with the ELTA teacher and their classmates in different topics related to their daily life</li> </ol>	1 <sup>st</sup> September, 2022 to 30 <sup>th</sup> June, 2023	Salary of ELTA teacher \$265,000.00	<p>80% of the students increase their interest in learning English</p> <p>80% of the students have the opportunity to speak English with the ELTA teacher and their classmates</p>	<p>Observation</p> <p>Questionnaire (Each Term)</p>	Miss Kwok Hoi Ting

獻主會溥仁小學  
運用 2022/23 學年「學校發展津貼」計劃書

項目	關注重點	策略/工作	預期好處 (例如：如何減輕教師的工作量)	時間表	所需資源	成功準則	評估方法	負責人
課程發展	減輕教師非教學工作，讓教師專注發展有效的學與教策略	聘用資訊科技統籌員一名 <ul style="list-style-type: none"> <li>• 協助製作教具</li> <li>• 協助處理視聽器材</li> <li>• 協助製作學校網頁</li> <li>• 協助拍攝及製作校園電視短片</li> <li>• 協助 Websams 的運作，包括輸入學生資料及成績。</li> <li>• 協助學生有效使用電腦</li> <li>• 協助教師進行電腦課堂</li> <li>• 協助處理學生電子通告系統</li> </ul>	<ul style="list-style-type: none"> <li>• 製作教具及校園電視短片：減輕教師非教學的工作量</li> <li>• 協助 Websams 的運作：減輕教師非教學工作量</li> <li>• 協助電腦課室：如電腦出現故障，能提供即時協助。</li> </ul>	1/9/2022 至 31/8/2023	薪酬： 每月 (每月 \$19,600，另加 5%強積金，全期一年，即 \$19,600 x 1.05 x 12 = \$246,960)	<ul style="list-style-type: none"> <li>• 能減輕教師預備教具及教材的工作量</li> <li>• 讓教師有更多學與教的實踐及反思</li> </ul>	問卷調查，調查助理的工作表現(每學期一次)	薛家傑主任