

CSS Board of Directors Meeting 6 November 2020 Appendix 5b iv

Creative Secondary School

Plan on Use of Capacity Enhancement Grant (CEG) 2020-21

Number of operating classes: 30

Budget available: \$491,112 (based on March 2020 roll of 684 and the current grant amount per student of \$718. Both roll and grant amount per student is subject to EDB's further adjustment for 2020 – 21)

Introduction

The school is in its fifteenth year of operation, enrolling 30 classes of Secondary 1, 2, 3, 4, 5 and 6 students.

The workload of teachers continues to be challenging for the following reasons:

1. The COVID-19 situation and political and social unrest continue to disrupt schooling.
2. As in the previous year, at times, part or all of the curriculum will need to be delivered online and many subjects of the school curriculum will require the support of IT and Audio-visual support staff, teaching assistants or additional teachers to ensure that the school's differentiation policy is effective and students with different learning needs are well supported. In addition, teachers in quarantine and newly appointed teachers undertaking online lessons for the first time in our school due to school closures will also require support.

Proposed Use of CEG 2020-21

Given the background context of the school as outlined above, and the amount of grant available this year, the school will use the CEG grants together in order to provide funding towards employing one Creative Media Assistant to assist in the delivery of online learning materials, one part-time teacher to support staff in quarantine and newly joined teachers and one assistant teacher for special needs. (Other subject support staff required will be funded by the school's own budget)

(a) Task Area

Creative Media Assistant

(b) Implementation Plan

- Assist Languages, Mathematics and other teaching teams in the creation of audio-visual learning resources required for these classes from S1 to S6
- Support students in their use of sound recording, lighting and video technologies to enhance and develop student-centered learning
- Support the recording of students' work for assessments, as well as the recording and broadcasting of student performances for whole school events.

(c) Benefits Anticipated

- Teaching team's workload in preparing teaching materials will be reduced
- Students producing examination coursework which require audio or video recording will be more effectively supported.
- Opportunities for students' performances to be recorded and broadcast will be enhanced.

(d) Time scale

- Throughout the 2020-21 academic year

(e) Resources allocated (42%)

- \$208,000 (towards salary for one full-time staff)

(f) Method(s) of evaluation

- Performance Appraisal of the Creative Media Assistant

(g) Persons-in-charge

- Ms. Barbara Cooper (Director of Higher Education, Admissions and Staff Mentor)

(a) Task Area

(Assistant) Teacher for special needs

(b) Implementation Plan

- to support the Learning Support Coordinator including assisting with teaching, assessing and recording of students' learning needs; helping to maintain and update the database of students with special needs, and assisting the SEN Coordinator with administrative and other duties, such as translation of documents and papers from Chinese to English.

(c) Benefits Anticipated

- SEN Coordinator's workload in supporting individual students' special learning needs and preparing teaching materials and handling administration will be reduced

(d) Time scale

- Throughout the 2020-21 academic year

(e) Resources allocated (33%)

- \$162,067 (towards salary for one full time staff)

(f) Method(s) of evaluation

- Performance Appraisal of the special needs' assistant teacher

(g) Person-in-charge

- Mr. Cassy Yu (Director of Student Development and Well-being)

(a) Task Area

Support teacher for staff in quarantine and newly appointed teachers using new technology during online classes caused by school suspension and administrative support resources for English and CALP

(b) Implementation Plan

- Assist teaching teams in the creation of and implementation of instructional programmes while teachers are in quarantine
- Support newly appointed teachers in their use of online technologies to enhance and develop teaching and learning
- Support the induction of newly appointed teachers
- administrative support resources for English and CALP

(c) Benefits Anticipated

- Teaching team's workload in preparing teaching materials will be reduced
- Newly appointed teachers use of technology for teaching and learning will be more effectively supported.
- Support measures for staff in quarantine will be enhanced.

(d) Time scale

- Throughout the 2020-21 academic year

(e) Resources allocated (25%)

- \$121,045 (towards salary for a part-time support staff member)

(f) Method(s) of evaluation

- Performance Appraisal of the support teacher for staff in quarantine and newly appointed teachers

(g) Persons-in-charge

- Ms Barbara Cooper (Director of Higher Education, Admissions and Staff Mentor)