2019-2020 Capacity Enhancement Grant Review

Name of school: Yaumati Kaifong Association School

Means by which teachers have been consulted: Meetings with related committees and opinions gathered from all staff

No. of operating classes (excluding IRTPs, if any): 12

Item 1: Relieving the workload of Teachers :

Area of concern	Major Area(s) of Concern	Strategies / Tasks	Benefits Anticipated	Time Scale	Resources required	Success Criteria	Evaluation
Curriculum Development	To reduce the non-teaching duties of teachers	Recruitment of One clerical officer to help teachers with administration & paperwork	The non-teaching workload of teachers will be eased, with more time on the various aspects of teachings.	From September 2019 to August 2020	Salary $15,400.00 x12 1.00 =$184,800.00	Non-teaching duties of teachers are reduced	Clerical officer was able to perform the duties, such as checking and record students' attendance; check out students' reasons of absence; answering parents' calls and enquiries, and other clerical duties. Teachers with the officer's help, they could allocate more time in their lessons' planning and other teaching matters. Students were benefited in this working cooperation between teachers and clerical officer.

Total=$184,800.00