Sing Yin Secondary School

Plan for the Use of CEG 2026-2027

Introduction

A recurrent CEG grant of about $548,324.00 is expected to enhance teachers' capacity in the coming school year.

Identification of Needs

1. Teaching duties - we need more staff members to relieve teachers' workload.
2. Non-teaching duties - teachers often find works such as entering test/examination scores, completing student record and report cards both tedious and time consuming. These works can be done by clerical staff, thus allowing teachers to better spend their time on their teaching duties.
3. Staff professional development - apart from their normal duties, teachers are expected to improve themselves by attending seminars, workshops, and certificate courses. The attendance of seminars/workshops during school hours requires substitution by other teachers, taking up their 'free periods' which are actually used for marking homework or lesson preparation. This substitution duty could be taken over by a teaching assistant, relieving teachers to perform their normal duties.
4. Oral Practices – there are oral examinations in the DSE examinations. Students need more time for individual practice. Teaching assistants can help both in normal lessons and after school to provide the tutored practices.
5. Coping with the DSE curriculum – the DSE curriculum places more emphasis on languages and teachers have to cope with wider learner diversity. Teaching assistants can help supporting the teachers in this regard.

Implementation Plan

The recurrent grant will be used to employ two full-time teaching assistants to assist teachers to carry out their non-teaching duties, to enhance students' language proficiency, and to relieve non-teaching administrative burdens of teachers, to help run programmes for students, to cope with the diverse and special learning needs of students with varied abilities ranging from the gifted ones to those with learning difficulties.

Ways of Evaluation

1. Record of lessons substituted by the teaching assistant to relieve teachers for other works; record of clerical work done by the teaching assistant which reflects on the lessening of clerical duties, record of teacher support work done by Teaching Assistant, including oral practices and record of average teaching load for teachers were used to reflect the effectiveness of the plan; record of the activities held to cope with the diverse and special learning needs of students with varied abilities.

2. Oral feedback from teaching and non-teaching staff was collected to evaluate the effectiveness of the plan.
3. Evaluation of the information collected by the Executive Committee.

Budget

Total Income		**$548,324.00**
Expenditure:	Employing 2 Teaching Assistants: Salary and MPF 2 x $19,000 x 12	**$478,800.00**
	Surplus (Deficit)	**$69,524.00**