

## Annual Plan and Report for the Use of the Capacity Enhancement Grant 2012– 2013

Programme	Aims/Intended Purpose	Details	TIC	Evaluation	Budget
Providing 4 Teaching Assistants to help staff	<ol style="list-style-type: none"> <li>To assist teachers with clerical work associated with their teaching duties</li> <li>To help teachers in maintaining after school classes / sessions</li> </ol>	<ol style="list-style-type: none"> <li>To employ Teaching Assistants to help teachers with clerical work and resource preparation</li> <li>To employ Teaching Assistants to help Panel Heads and Functional Heads with clerical work and resource preparation</li> <li>To employ Teaching assistants to help teachers with after school classes / sessions of various departments / teams..</li> </ol>	Ms Tang (Vice Principal)	The 4 Teaching Assistants were allocated to assist in the clerical work of particular Panels and Functional Teams. The Teaching Assistants were appraised by the Vice Principal. Panel Heads and Functional Heads were pleased with the quality of their work, and their skills in helping the various departments. As a result of the 4 Teaching Assistants helping the Panel Heads and Functional Heads teachers had more time for marking and planning.	\$604,800

### 1. Use of Capacity Enhancement Grant 2012-13

	\$
Surplus brought forward from previous year	--
Amount received for the year	<u>\$516,616.00</u>
	\$516,616.00
Less: Amount paid for salaries of Teaching Assistants	<u>\$604,800.00</u>
Deficit	<u><u>(\$88,184.00)</u></u>