

**Po On Commercial Association Wong Siu Ching Secondary School**  
**Plan on Use of Capacity Enhancement Grant (2023-2024)**

Our School has read and understands the ground rules and procedures in the utilization of the Capacity Enhancement Grant (CEG). The following plan on the use of the CEG is drawn up after full consultation with teachers:

<b>Item</b>	<b>Details</b>	<b>Time Frame</b>	<b>Budget</b>	<b>Evaluation Criteria (indicator)</b>	<b>Responsible Party</b>
To relieve teachers' workload so that teachers can concentrate on Curriculum development	<ul style="list-style-type: none"> <li>• To employ 3 teaching assistants to provide support to teachers</li> </ul>	September 2023 to August 2024	Salary of 3 teaching assistant for one year (including employer's MPF contribution) = \$ 756,000	<ul style="list-style-type: none"> <li>• Teacher Appraisal</li> <li>• Subject meeting to evaluate the performance of the teaching assistant</li> </ul>	VP Tse VP Ching