



# CEG Report

2024 – 2025



**PLK Tong Nai Kan JS College**



# **Our Mission : Achieving Academic Excellence Nurturing Potential Talent**

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Po Leung Kuk Tong Nai Kan Junior Secondary College

我們的使命：

追求卓越  
啟發潛能

黃仲奇校長

保良局唐乃勤初中書院

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# Po Leung Kuk Tong Nai Kan Junior Secondary College

## Report on Use of the Capacity Enhancement Grant in 2024-2025 School Year

Program	Method of Evaluation	Success Criteria	Evaluation
Employment of a 0.37 full-time IT Manager	Evaluation by the Administration and Public Liaison Head	<ol style="list-style-type: none"> <li>The IT Manager has ensured secure and stable network infrastructure within budget, including both the wired and wireless network, for school administration, learning and teaching purposes.</li> <li>The IT Manager has ensured reliable and well-managed desktop/portable devices and IT facilities within budget, including the iPad, iMac, Mac mini and MacBook, for school administration, learning and teaching purposes.</li> <li>The IT Manager has ensured fit-to-requirements and well-designed software applications within budget, including all school-tailored apps and platforms, for school administration, learning and teaching purposes.</li> </ol>	<ol style="list-style-type: none"> <li>The school's Wi-Fi 6 system was running smoothly, providing high reliability, stability and security in classrooms, special venues such as the Hall and Lecture Theatre, staff rooms and meeting rooms.</li> <li>All portable devices (MacBook and/or iPad) used by staff and students were properly managed by the MDM system, which allowed for remote management of devices and installation of software applications. All IT facilities on campus were well-maintained and function smoothly for various internal and external events, with no major failures. This includes the upgrade to a LED wall in the Lecture Theatre in September 2024. The iPads outside classrooms and special venues were running smoothly with the Display App for timetable display and room booking for both staff and students.</li> <li>The school website was successfully migrated to the Cloud in November 2024, enhancing its reliability, security, and scalability for future enhancement alongside school development. The library website was successfully migrated to the Cloud in June 2025, resulting in improved reliability, security, and faster performance, as well as scalability for future growth alongside school development.</li> </ol>
Employment of part-time coaches/tutors or hiring of outside services for extra-curricular activities	Evaluation by the Extra and Cross Curricular Activities Committee (ECCAC) Head	<ol style="list-style-type: none"> <li>Each coach/tutor has taken their leading or hosting responsibilities for a minimum of 12 lessons per activity throughout the year.</li> <li>All coaches/tutors have prepared teaching and learning materials for the team/class.</li> <li>All coaches/tutors have trained students to participate in competitions, or have shown some student achievements after the trainings/lessons.</li> </ol>	<ol style="list-style-type: none"> <li>Drone Course, Taekwondo, Fencing, Summer Basketball, Summer Table-tennis, Shaolin WuShu and 7 other interest classes were held this year. Each coach or tutor provided a minimum 12 lessons throughout the year.</li> <li>All the ECA lessons and materials were prepared by the coaches/tutors.</li> <li>Students participated in 5 different competitions, and all of them learned a new skill after completing the courses. This enabled the students to contribute in various areas of school service next year.</li> <li>The majority of this year's expenses have been reallocated to the Life-wide Learning Grant to optimize the school's financial resources.</li> </ol>
Employment of part-time tutors or hiring of outside services for gifted education training in Visual Arts and Music	Evaluation by the Integrated Arts – Visual Arts and Music Heads	<ol style="list-style-type: none"> <li>Each visual arts tutor has taken at least 10 hours of lessons for the team.</li> <li>Percussion instructor has given students at least 25 lessons with a minimum of 50 hours of training time.</li> <li>Clarinet and saxophone tutor has given students at least 13 lessons with a minimum of 26 hours of training time.</li> <li>All tutors have trained students to participate in competitions, or have shown some student achievements after the trainings/lessons.</li> </ol>	<ol style="list-style-type: none"> <li>The school hired seven visual arts tutors, offering over 12 lessons in total, including Chinese Gongbi ink painting, acrylic painting, Chinese paper craft, 3D clay printing, traditional Chinese lantern making, and Procreate workshops. With the hiring of more tutors than initially planned, each delivered fewer than 10 hours individually, but together they provided an impressive 20 hours of lessons to our students throughout the year.</li> <li>The percussion instructor has designed 28 lessons, totalling 56 hours for this year, all delivered with a high standard of teaching quality.</li> <li>The clarinet tutor has created 22 lessons, totalling 38.5 hours this year, all delivered with a high standard of teaching quality.</li> <li>In the gifted education training for Music, tutors helped students choose competition pieces and improve their performance skills. The percussion team took part in three competitions this year, winning one championship. Tutors also provided extra lessons during the competition period. In Visual Arts, tutors trained students for an international art competition using their acrylic painting skills. Two students won top awards, and two others were first runners-up. Additionally, six students received positive feedback from the judges.</li> <li>All expenses have been reallocated to the Life-wide Learning Grant to optimize the school's financial resources.</li> </ol>

**Po Leung Kuk Tong Nai Kan Junior Secondary College**  
**Summary of the Capacity Enhancement Grant in 2024-2025 School Year**

	Program	Budget		Expenditure
(1)	Employment of a 0.37 full-time IT Manager			
	• Basic Salary	\$180,000.00		\$180,000.00
	• MPF Employer's contribution	\$9,000.00		\$3,000.00
	<b>SUB-TOTAL</b>		<b>\$189,000.00</b>	<b>\$183,000.00</b>
(2)	Employment of part-time coaches/tutors or hiring of outside services for extra-curricular activities			
	• Creativity Course	\$50,000.00		-
	• ECA Session	\$90,000.00		\$62,146.00
	• Aerospace & Aviation	\$50,000.00		\$6,791.00
	• Other ECA	\$58,000.00		\$1,635.00
	<b>SUB-TOTAL</b>		<b>\$248,000.00</b>	<b>\$70,572.00</b>
(3)	Employment of part-time tutors or hiring of outside services for gifted education training in Visual Arts and Music			
	• Visual Arts	\$40,000.00		-
	• Music	\$40,000.00		-
	<b>SUB-TOTAL</b>		<b>\$80,000.00</b>	<b>-</b>
<b>TOTAL</b>			<b>\$517,000.00</b>	<b>\$253,572.00</b>

2023-2024 Balance C/F:	\$ 69,755.40
2024-2025 Allotment:	\$ 527,292.00
	<hr/> \$ 597,047.40
2024-2025 Expenditure:	\$ (253,572.00)
	<hr/> \$ 343,475.40