## Po Leung Kuk Tong Nai Kan Junior Secondary College **Use of Capacity Enhancement Grants (2025-2026)**

Method of consultation: Staff Meeting

Number of classes: 18

Item	Targets	Implementation Plan	Date	Budget (source)	Success indicators	Evaluation strategies	Person-in- charge
Employment of a 0.45 full-time IT Manager	1.To relieve teachers' workload so that teachers can concentrate on curriculum development and the integration of information technology in teaching	1. Perform the duties of IT manager	9/2025 - 8/2026	Salary: \$20,000×12 = \$240,000 MPF (ER): \$1,000×12 = \$12,000 Total: \$252,000	The IT Manager maintains a secure and stable network infrastructure, both wired and wireless, within budget for school administration and educational purposes.     The IT Manager ensures reliable management of desktop and portable devices, personal devices for school administration and teaching, and IT facilities for school activities and events, all within budget.     The IT Manager provides software applications and platforms tailored to the school's needs, ensuring they meet requirements and stay within budget	Evaluation by the Chief Coordinator of Administration and Public Liaison	Chief     Coordinator of     Administration     and Public     Liaison
Employment of part-time coaches/tutors or hiring of outside services for extracurricular activities	To relieve teachers' workload so that teachers can concentrate on curriculum development and coping with the diverse learning needs of students	Perform the duties of coaches/tutors for the following extracurricular activities:     Creativity Course     ECA Session     Aerospace & Aviation     Other ECA	9/2025 - 8/2026	Creativity Course: \$50,000 ECA Session: \$70,000 Aerospace & Aviation: \$50,000 Other ECA: \$50,000 Total: \$220,000	Each coach/tutor takes on leading or hosting responsibilities for a complete course/activity throughout the year.      All coaches and tutors prepare teaching and learning materials for their teams or classes.      All coaches and tutors train students for competitions and demonstrate student achievements resulting from their lessons.	Evaluation by the Extra-Curricular and Creative Activities Committee (ECCAC) Head	Head of Extra- Curricular and Creative Activities Committee (ECCAC)
Employment of part-time tutors or hiring of outside services for gifted education training in Visual Arts and Music	To relieve teachers' workload so that teachers can concentrate on curriculum development of the subjects and coping with the diverse learning needs of students in the subjects	Perform the duties of tutors/instructors for the following gifted education training:     Visual Arts     Music	9/2025 - 8/2026	Visual Arts: \$50,000 Music: \$50,000 Total: \$100,000	<ol> <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>	Evaluation by the Integrated Arts — Visual Arts and Music Heads	Head of     Integrated Arts -     Visual Arts     Head of     Integrated Arts -     Music
Employment of part-time NET for English activities	1. To relieve teachers' workload so that teachers can concentrate on curriculum development of the subjects and coping with the diverse learning needs of students in English language learning	Perform the duties of tutors/instructors for the English learning activities	10/2025- 5/2026	Salary: \$1,000 (per day) x 80 (days) = \$80,000 MPF: \$4,000 Total: \$84,000	The NET has taken at least 80 sessions of English learning activities during recess and lunch recess     The NET prepares materials for the sessions.	• Evaluation by the English Department – English Panel Heads	• Head of English Department  1: \$656,000.00

2024-2025 Surplus 2025-2026 Grant Total :\$ 353,971.10 :\$ 474,564.00 :\$ 828,535.10