

Jockey Club Government Secondary School
Budget Plan -Use of Capacity Enhancement Grant (CEG) (School Year 2025-2026)

Task Area	Major Areas of Concern	Implementation Plan	Benefits Anticipated	Resources Required	Performance Indicators	Evaluation Mechanism	Person in charge	Implementation Schedule
Reduction of teachers’ non-teaching workload	To create capacity for teachers so that they have more time to take care of students	Employment of <u>one Administrative Assistant</u> (Duties include: preparation of minutes and school documents, assisting in school administrative work etc.)	Teachers can have more time to take care of students	Salary & MPF & 10% Gratuity \$27,475 x 1.04 x 1.05 x 10 months + 16,289 = \$316,316	At least 75% of teachers agree that they can have more time to care for their students	Observations and surveys	Assistant Principals	September 2025 to August 2026
		Employment of <u>one Teaching Assistant to support Value Education</u> (Duties include: administration of value education activities, preparation of teaching materials of Life & Society and Citizenship and Social Development etc.		Salary & MPF \$18,895 x 1.04 x 1.05 x 12 months = \$247,600			Value Ed. i/c	
			TOTAL:	563,916				