Plan on the Use of Capacity Enhancement Grant in the 2026/27 School Year

Name of school: Po Leung Kuk Mrs. Ma Kam Ming-Cheung Fook Sien College

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:

Item	Details	Time Frame	Budget	Evaluation Criteria (Indicator)	Responsible Party
To relieve teachers' workload so that teachers can concentrate on: ☑ Curriculum development ☑ Enhancing students' language proficiency ☑ Coping with learning needs of students ☐ Others (Please specify) _____	• To employ teaching assistants to assist with exam invigilation	January 2027 and June 2027	$12,000	• Reduction of teachers' invigilation hours by 170 hours through the deployment of assistants.	Learning & Teaching Committee
		Total:	$12,000		