

**Islamic Primary School (2024/2025)**  
**Plan on Use of Capacity Enhancement Grant**

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Learning and Teaching	1. To give support to teachers' administrative work and assist teachers to prepare teaching materials.	Recruit one CA	- To reduce the workload of teachers and improve teaching effectiveness	From Sept 2024 To Aug 2025	Salary of the CA with MPF : \$225,600	Most of teachers give affirmative response to the support staff's performance	<ul style="list-style-type: none"> <li>➤ The appraisal of the staff</li> <li>➤ Feedback from teachers</li> </ul>	Deputy Head & Senior teachers School Librarian
	2. To assist the School Librarian on matters related library set up and books cataloging and the reading activities. Support teachers' administrative work and assist teachers to prepare teaching materials	Recruit one Chinese assistant	<ul style="list-style-type: none"> <li>- To render support to daily operation of the library.</li> <li>- The reading activities can be implemented more effectively</li> <li>- To reduce the workload of teachers</li> </ul>		Salary of the assistant with MPF : \$191,240			
	3. To give support to teachers in lessons and preparing related teaching materials (English PLPRW)	Recruit one NCS assistant	- To reduce the workload of teachers and improve teaching effectiveness		6 months Salary of the teaching assistant with MPF : \$97,020			
Ethnic Education and religion Study for Muslim Students	4. <ul style="list-style-type: none"> <li>- To enrich Muslim students' religious knowledge</li> <li>- to conduct Quran' classes at 9<sup>th</sup> period and after school</li> <li>- to assist teachers once/twice a term in religious lessons</li> <li>- To develop students' proper value and good behavior</li> </ul>	Recruit one part-time Student Affairs Assistant (Imam )	<ul style="list-style-type: none"> <li>- Teachers' workload in Religion education can be reduced.</li> <li>- Muslim students have more religious guidance.</li> <li>- Students' discipline problem will be improved</li> </ul>	From Sept 2024 to July 2025	Salary of the Imam with MPF : \$71,662.50 (11months)	<ul style="list-style-type: none"> <li>➤ Students' religious knowledge is enriched</li> <li>➤ Students' value and behavior will be well developed</li> </ul>	<ul style="list-style-type: none"> <li>➤ Feedback from teachers and students</li> </ul>	Mr Mok Ms Maria
Total : \$ 585,522.50								