

# Diocesan Preparatory School



School Development Plan  
2021/2022 – 2023/2024  
&  
Annual School Plan  
2023/2024



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## 1. School Vision

Diocesan Preparatory School seeks to bring forth core members and leaders of a caring society by preparing each student for life with

- an inquisitive mind and a sound body
- a desire for excellence and growth
- a sense of integrity and solidarity
- a spirit of unselfish service and purposefulness
- the ability to learn and
- the courage to meet challenges and cope with difficulty

in a loving Christian environment where moral and religious values are stressed



## 2. School Mission

We are committed to providing our students with an all-round education in a Christian environment and to equipping them with the skills they need for lifelong learning. This enables students to develop the moral values and competencies to cope with the challenges of life and contribute to society.





### 3. School Goals

To help students with regard to character development in terms of spiritual, moral, affective and social dimensions

To help students develop into an all-round person

To help students recognise true moral values and develop a mode of conduct based upon a sense of personal worth and dignity

To develop in students a love for learning and a realisation that learning is a lifelong process

To help students master the basic learning skills and to think critically

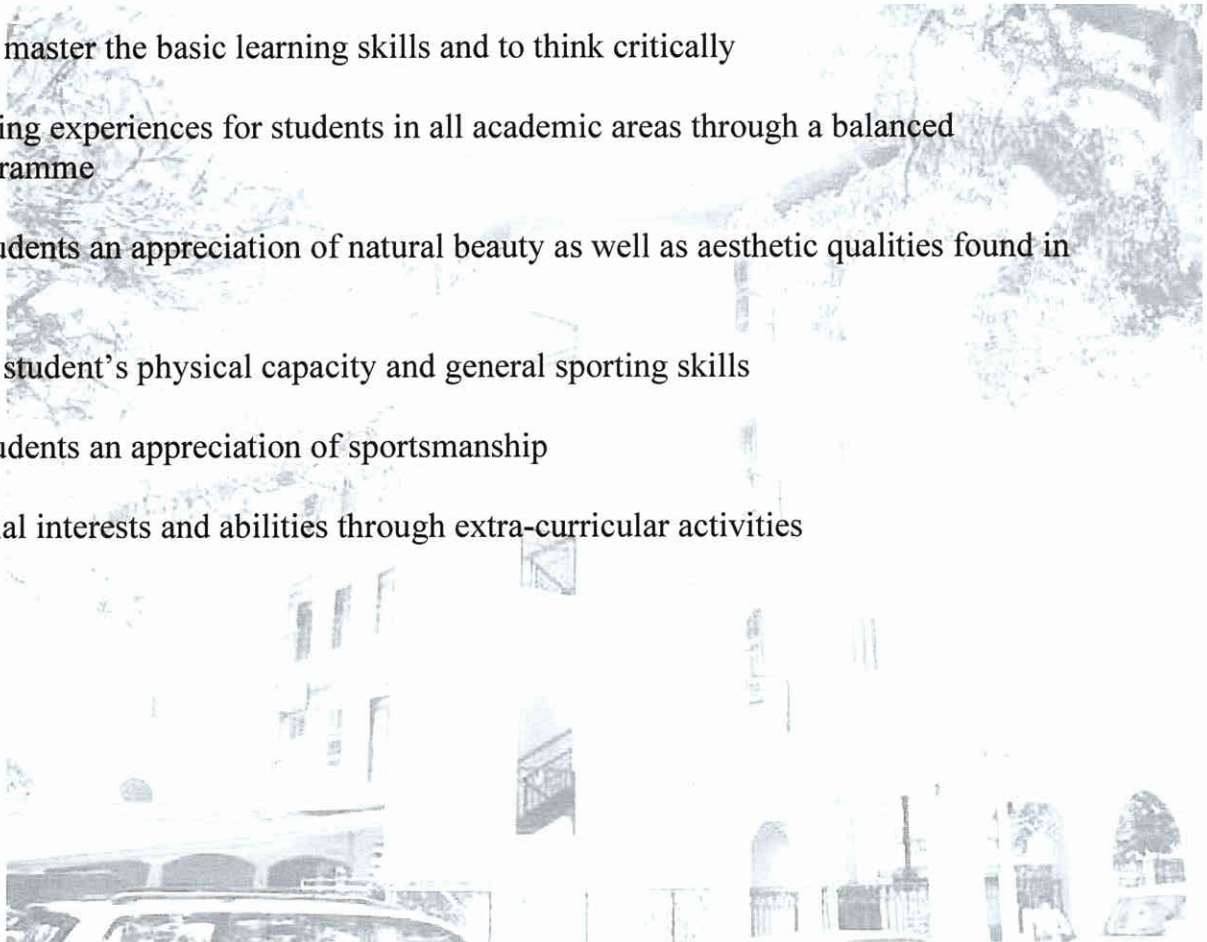
To provide learning experiences for students in all academic areas through a balanced educational programme

To develop in students an appreciation of natural beauty as well as aesthetic qualities found in art and music

To develop each student's physical capacity and general sporting skills

To develop in students an appreciation of sportsmanship

To develop special interests and abilities through extra-curricular activities



## School Development Plan 2021/2022 to 2023/2024

In this school development cycle, teachers will continue to consolidate project learning, activity approach, e-learning and assessment as learning to sustain curriculum development.

Major Concerns	Targets	Strategies	Time Scale		
			21/22	22/23	23/24
1. Create a peaceful and orderly environment to promote the importance of self-discipline as well as law-abidingness, and nurture the students into good citizens	<b>Staff development:</b>  Teaching and non-teaching staff each in their respective positions take part in professional development activities related to national security and national education to enable them to understand the implications and applications of the National Security Law on education so as to jointly create the learning environment and law-abidingness stated in the Major Concern.	<ul style="list-style-type: none"> <li>Teachers are required to attend workshops or seminars related to national education and national security</li> </ul>	✓	✓	✓
		<ul style="list-style-type: none"> <li>Conduct professional exchange sessions among teachers to share what they have learnt from seminars or courses outside of school</li> </ul>	✓	✓	✓
		<ul style="list-style-type: none"> <li>Organise internal staff development programmes, including seminars and workshops, focusing on national security and national education for teachers</li> </ul>	✓	✓	✓



Major Concerns	Targets	Strategies	Time Scale		
			21/22	22/23	23/24
1. Create a peaceful and orderly environment to promote the importance of self-discipline as well as law-abidingness, and nurture the students into good citizens	<b>Learning and Teaching:</b>  Teachers review the curriculum contents of all subjects, Moral, Civic and National Education, Constitution and Basic Law education to make sure the teaching and learning resources suit students' abilities and learning needs	<ul style="list-style-type: none"> <li>Teachers review and archive the teaching and learning resources that are currently in use in all subjects in 2021/2022, to ensure that the content and quality of the resources selected or compiled align with the curriculum aims, goals and coverage prescribed by the Curriculum Development Council. Teachers should also make sure the resources suit students' abilities and learning needs. If any materials are found to be unsuitable, teachers should follow up the materials with documentation, and report this to the Senior Teachers.</li> </ul>	✓	✓	✓
	<b>Student Guidance, Discipline and Support:</b>  Develop a sense of responsibility, commitment and law-abidingness amongst students	<ul style="list-style-type: none"> <li>The School joins the iJunior Moral Education Scheme organised by ICAC and develops a school-based programme to promote the importance of self-discipline and law-abidingness</li> </ul>	✓	✓	✓

Major Concerns	Targets	Strategies	Time Scale		
			21/22	22/23	23/24
2. Getting to Know Ourselves, Our Community, Our Hong Kong and Our Country	Teachers enrich the curriculum contents of relevant subjects, Moral, Civic and National Education, Constitution and Basic Law education to teach our students to understand our national identity, our society, our nation and the world. Teachers also teach our students to fulfil their roles as responsible citizens.	<ul style="list-style-type: none"> <li>Teachers further enrich the curriculum contents of relevant subjects to promote Chinese history and culture, making reference to the HK-China, that is city-country connection and relationship where applicable</li> </ul>	✓	✓	✓
		<ul style="list-style-type: none"> <li>Teachers designed meaningful activities to stress the importance of national security, and to promote Chinese history and culture in whole-school approach activities</li> </ul>	✓	✓	✓



## **Annual School Plan 2023/2024**

### **Major Concern 1:**

**Create a peaceful and orderly environment to promote the importance of self-discipline as well as law-abidingness, and nurture the students into good citizens**

### **Briefly list the feedback and follow-up actions from the previous school year:**

- Only 25% of teachers fulfilled the criteria of attending at least two workshops or seminars about national security and national education, while 75% of the teachers did not. Teachers should keep equipping themselves with the knowledge of national education and national security education. They should also keep themselves well informed of the latest educational trend. Other than workshops and seminars, the School will organise other staff development programmes such as outings for the teachers to enhance their exposure and knowledge of Chinese history and culture.
- The practice of reviewing all the teaching and learning resources was able to ensure that the resources suited students' abilities and learning needs; however, some teachers were not able to submit teaching and learning resources two weeks in advance. In addition, typing and grammatical mistakes plus other mistakes were often found in the resources. Teachers should follow the schedule strictly and be more careful when preparing the teaching and learning resources. Language that they use should be at an appropriate level for the students. Teaching partners should also check the work carefully before submitting the work to the Panel Chairpersons for approval. Panel Chairpersons and Senior Teachers should find an efficient and effective way to monitor accuracy, timeliness and suitability of the teachers' work in this regard.
- Teachers have linked various school events together under a common theme to further consolidate and sustain the various values which were associated with 'social harmony', 'law-abidingness', and in general, national education. The Assessment Program for Affective and Social Outcomes (APASO) results have revealed that students scored high as they believed that they had maintained good conduct, had commitment and a sense of responsibility, had perseverance, had been well-behaved and social harmonious. At the same time, teachers found that there was a great improvement in the areas of law-abidingness and honesty amongst students. Teachers should continue to design different activities to stress the importance of law-abidingness and be an honest person, and make the learning activities more meaningful and important.

Targets	Implementation Strategies	Success Criteria	Method of Evaluation	Time Scale	Responsible Party	Resources
<p>To carry out the following tasks as stated in the Work Plan on Implementation of Measures to Safeguard <b>National Security</b> and Promote <b>National Security Education</b>:</p> <p><b>Staff development</b></p> <p>Teaching and non-teaching staff each in their respective positions take part in professional development activities related to national security and national education to enable them to understand the implications and applications of the National Security Law on education so as to jointly create the learning</p>	<ul style="list-style-type: none"> <li>Teachers are required to attend workshops or seminars related to national education and national security</li> <li>Conduct professional exchange sessions among teachers to share what they have learnt from seminars or courses outside of school</li> </ul>	<ul style="list-style-type: none"> <li>Teachers attended at least 2 workshops or seminars about national security and national education</li> <li>Professional exchange sessions are held after the Guidance Meeting or when appropriate after a teacher has attended a workshop or</li> </ul>	<ul style="list-style-type: none"> <li>Check the record of the workshops or seminars that the teachers have attended</li> <li>Check the record of the professional exchange sessions</li> </ul>	2023/2024	<p>For all sections</p> <ul style="list-style-type: none"> <li>Subject teachers</li> <li>Panel Chairpersons</li> <li>PSM(CD)</li> <li>All senior teachers</li> </ul>	<ul style="list-style-type: none"> <li>Training and Development Grant</li> <li>Training opportunities and resources provided by the EDB or other external authorised organisations</li> </ul>

Targets	Strategies	Success Criteria	Evaluation Method	Time Scale	Responsible Party	Resources
environment and law-abidingness stated in Major Concern 1	<ul style="list-style-type: none"> <li>Organise internal staff development programmes focusing on national security and national education for teachers and non-teaching staff</li> </ul>	<ul style="list-style-type: none"> <li>seminars during the week with a record of the main points made, including the time and the date of the sessions with point form minutes as record</li> <li>Results of questionnaires show that over 90% of teachers and non-teaching staff found the staff development programmes useful in terms of their professional development and their knowledge of the related topics was enhanced</li> </ul>	<ul style="list-style-type: none"> <li>Check the record of staff development and analyse the results of questionnaires in terms of success criteria</li> <li>Discuss questionnaire results in the administrative meeting as an evaluation</li> </ul>	2023/2024	For all sections <ul style="list-style-type: none"> <li>Subject teachers</li> <li>Panel Chairpersons</li> <li>PSM(CD)</li> <li>All senior teachers</li> </ul>	<ul style="list-style-type: none"> <li>Training and Development Grant</li> </ul>



Targets	Strategies	Success Criteria	Evaluation Method	Time Scale	Responsible Party	Resources
<b>Learning and Teaching</b>  Teachers continue to review the curriculum contents of all subjects, Moral, Civic and National Education, Constitution and Basic Law education to make sure the teaching and learning resources suit students' abilities and learning needs	Teachers continue to review and archive the teaching and learning resources that are used in all subjects in 2023/2024 to ensure that the content and quality of the resources selected or compiled align with the curriculum aims, goals and coverage prescribed by the Curriculum Development Council. Teachers should also make sure that the resources suit students' abilities and learning needs. If any materials are found to be unsuitable, teachers should follow up the materials with documentation, and report this to the Senior Teachers, to make sure the materials will not be adopted.	<ul style="list-style-type: none"> <li>Teachers regularly archived teaching and learning materials and they would submit the archive completed with all the teaching and learning materials every month and at the end of the year to the Panel Chairpersons.</li> </ul>	<ul style="list-style-type: none"> <li>Panel Chairpersons check the subject folder of each level with all teaching and learning resources archived every month and at the end of the year</li> </ul>	2023/2024	For all sections <ul style="list-style-type: none"> <li>Subject teachers</li> <li>Panel Chairpersons</li> <li>PSM(CD)</li> <li>All senior teachers</li> </ul>	<ul style="list-style-type: none"> <li>Curriculum Development Grant</li> </ul>

Targets	Strategies	Success Criteria	Evaluation Method	Time Scale	Responsible Party	Resources
<p><b>Student Guidance, Discipline and Support</b></p> <p>Develop a sense of responsibility, commitment and law-abidingness amongst students</p>	<ul style="list-style-type: none"> <li>The School continues to join the iJunior Moral Education Scheme organised by ICAC and develops a school-based programme to promote the importance of self-discipline and law-abidingness</li> </ul>	<ul style="list-style-type: none"> <li>Students are able to demonstrate self-discipline and law-abidingness in the learning tasks, whole-school activities, and everyday behaviour</li> <li>A decrease of 5% of school rules violations among students</li> </ul>	<ul style="list-style-type: none"> <li>Teachers analyse students' performance in their work in terms of their values and attitudes</li> <li>Guidance meeting discussion of school rules violation records</li> </ul>	2023/2024	<p>For all sections</p> <ul style="list-style-type: none"> <li>Guidance Team</li> <li>Students Guidance Personnel</li> <li>Class Teachers and subject teachers</li> <li>Teachers-in-charge of the major school events and the theme of the month activities</li> </ul>	<ul style="list-style-type: none"> <li>Guidance and Discipline Section of EDB</li> <li>Student Guidance and Services Grant</li> <li>Moral and Civic Education Grant</li> </ul>

Targets	Strategies	Success Criteria	Evaluation Method	Time Scale	Responsible Party	Resources
<b>Home-School Cooperation</b>  Maintain close communication with parents and enhance home-school cooperation by soliciting parents' support, understanding and collaboration, and join hands with parents to promote students' effective learning and healthy development, so as to help them become good nationals and citizens who observe rules and laws	<ul style="list-style-type: none"> <li>Organise <b>parent education</b> programmes to equip parents with the knowledge and skills of parenting to help their children become good nationals and citizens</li> </ul>	<ul style="list-style-type: none"> <li>Results of questionnaires show that over 90% of parents found the parent education programmes useful</li> </ul>	<ul style="list-style-type: none"> <li>Check the record of parent education and analyse the results of questionnaires in terms of success criteria</li> </ul>	2023/2024	<ul style="list-style-type: none"> <li>Guidance Team</li> <li>All senior teachers</li> </ul>	One-Off Grant on Parent Education



## **Major Concern 2: Getting to Know Ourselves, Our Community, Our Hong Kong and Our Country**

### **Briefly list the feedback and follow-up actions from the previous school year:**

- In this development cycle, the School aimed at teaching students to understand our national identity, our society, our nation and the world. Under the guidance of our Supervisor and the leadership of our Headteacher with new developments, carried out by our Senior Teachers, though gradual, students' national identity was greatly enhanced in these first two years of the development cycle with what the School had been doing on a regular basis, for example:
  - Chinese Culture Day
  - A Wednesday Afternoon with Tea and Calligraphy on Bible Wisdom and Lunar New Year Well-Wishing
  - HK/China cultural activities such as PST Fun Day visiting sky100 and having a Big Bus tour
  - Dress Special Day with a theme to promote positive values and attitudes
  - The One Person, One Flower Scheme for students to express friendship and appreciation in different contexts
  - Using "Chinese Culture Ark" as the theme of project learning in Social Studies
  - Making references to Chinese culture and the HK-China, city-country connection and relationship in various subjects, etcto promote Chinese history and culture. Teachers should further reinforce national security education by emphasising the major fields of national security in daily teaching and learning where applicable.

Targets	Strategies	Success Criteria	Evaluation Method	Time Scale	Responsible Party	Resources
Teachers continue to enrich the curriculum contents of relevant subjects, Moral, Civic and National Education, Constitution and Basic Law education to teach our students to understand our national identity, our society, our nation and the world. Teachers also teach our students to fulfil their roles as responsible citizens by safeguarding national security in relevant topics.	<ul style="list-style-type: none"> <li>Teachers further enrich the curriculum contents of relevant subjects to promote Chinese history and culture, making reference to the HK-China, that is city-country connection and relationship where applicable. Teachers also promote the importance of safeguarding national security in relevant subjects.</li> </ul>	<ul style="list-style-type: none"> <li>Units of learning to promote Chinese history and culture, and the importance of safeguarding national security are added in relevant subjects</li> </ul>	<ul style="list-style-type: none"> <li>Panel Chairpersons conduct lesson observations and coursework evaluations to analyse the effectiveness of teaching and learning in the units of learning that promote Chinese history and culture, and the importance of safeguarding national security</li> </ul>	2023/2024	For all sections <ul style="list-style-type: none"> <li>Subject teachers</li> <li>Panel Chairpersons</li> <li>PSM(CD)</li> <li>All senior teachers</li> </ul>	<ul style="list-style-type: none"> <li>Curriculum Development Grant</li> <li>Guidance and Discipline Section of EDB</li> <li>Student Guidance and Services Grant</li> </ul>

Targets	Strategies	Success Criteria	Evaluation Method	Time Scale	Responsible Party	Resources
	<ul style="list-style-type: none"> <li>Teachers continue to design meaningful activities to stress the importance of safeguarding national security, and to promote Chinese history and culture in whole-school approach activities</li> </ul>	<ul style="list-style-type: none"> <li>Applicable whole-school approach and Theme of the Month activities are able to bring out and stress the importance of safeguarding national security, and to promote Chinese history and culture.</li> <li>Over 80% of students are able to share their experience and explain the importance of national security.</li> <li>Students also show appreciation towards Chinese history and culture</li> </ul>	<ul style="list-style-type: none"> <li>Teachers discuss the effectiveness of the activities designed in promoting the importance of safeguarding national security, and Chinese history and culture with a analysis report once a month</li> <li>Teachers analyse students' performance in their work in terms of their values and attitudes</li> <li>Analyse the data collected from questionnaires to check for students' positive change in attitude</li> </ul>	2023/2024	<ul style="list-style-type: none"> <li>Teachers-in-charge of the major school events and the theme of the month activities</li> <li>Guidance Team</li> <li>Students Guidance Personnel</li> </ul>	<ul style="list-style-type: none"> <li>Moral and Civic Education Grant</li> </ul>

Targets	Strategies	Success Criteria	Evaluation Method	Time Scale	Responsible Party	Resources
To help students know better about themselves, devise plans for personal development, set and modify goals through self-reflection	<b>Life Planning Education</b> is adopted, especially in Social Studies lesson, at all levels to help students know better about themselves, devise plans for personal development, set and modify goals through self-reflection.	<ul style="list-style-type: none"> <li>• Topics related to Life Planning Education for each level are listed, students' learning outcomes are explained in a written report</li> <li>• Over 80% of P5 students are able to submit their portfolio so that they can look back on their school lives, identify their characteristics and explore their ideal secondary schools.</li> <li>• Over 80% of P6 students are able to share their ambition in the mock interview</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers analyse students' performance in their coursework related to Life Planning Education</li> <li>• Teachers analyse students' content of their portfolio</li> <li>• Teachers analyse students' performance in the mock interview in terms of the ability of sharing their ambition</li> </ul>	2023/2024	<ul style="list-style-type: none"> <li>• Teachers-in-Charge of the mock interview</li> <li>• Teachers-in-Charge of Life Planning Education</li> </ul>	



Targets	Strategies	Success Criteria	Evaluation Method	Time Scale	Responsible Party	Resources
To enhance the understanding of the development of our country and develop national identity amongst teachers and students	<ul style="list-style-type: none"> <li>Join the <b>Sister School Scheme</b> to promote mutual exchanges between the School and Mainland Schools</li> <li>Organise educational visits related to Chinese History and culture for all students</li> <li>Organise <b>tours to the Mainland</b> for students in P5 and P6</li> </ul>	<ul style="list-style-type: none"> <li>Activities such as school visits and experience sharing are organised for teachers</li> <li>Teachers are able to give examples of how they have applied what they have learnt from the exchange activities with documentation</li> <li>Educational visits related to Chinese History and culture and tours to the Mainland are arranged</li> <li>Students demonstrate their understanding and appreciation towards our country in their work after the visits</li> </ul>	<ul style="list-style-type: none"> <li>Check the record of exchange activities</li> <li>Discuss application examples in an evaluation meeting</li> <li>Check the record of the visits and tours</li> <li>Teachers analyse students' performance in their work in terms of their values and attitudes</li> </ul>	2023/2024	<ul style="list-style-type: none"> <li>All senior teachers</li> <li>Teacher-in-Charge of National Education and Sister School Scheme</li> </ul>	Grant for Sister School Scheme



**Budget  
2023/2024**

**Government Grant – OEBG Special Domain**

(spending restricted to each special grant and cannot be used for general or other purposes)

<b>Estimated Balance brought forward from Previous Years</b>	<b>Schedule</b>	<b>HK\$</b>
Government Grant – OEBG Special Domain		1,283,405
Government Grant – Composite Furniture and Equipment	2	284,043
<b>Total Balance Brought Forward</b>		<b>1,567,448</b>
<b>Government Grants of 2023/2024</b>		
Government Grant – OEBG Special Domain	1	726,895
Government Grant – Composite Furniture and Equipment (CFEG)	2	122,856
<b>Total Government Grants - Special Domain and CFEG</b>		<b>849,751</b>
<b>Estimated Expenditure on Government Grants – Special Domain</b>		
Government Grant – OEBG Special Domain	1	(1,040,285)
Government Grant – Composite Furniture and Equipment	2	(145,250)
<b>Total Expenditure on Government Grants – Special Domain and CFEG</b>		<b>(1,185,535)</b>
<b>Estimated Balance Brought Forward to Special Domain and CFEG</b>		<b>1,231,664</b>

**Government Grants – OEBG General Domain**

<b>Government Grants</b>	<b>Schedule</b>	<b>HK\$</b>
Government Grants – OEBG General Domain	1	2,377,555
Expenditure on Government Grant – OEBG General Domain	1	(2,812,752)
<b>Deficit of OEBG General Domain to be absorbed by Tong Fai*</b>	<b>5</b>	<b>(435,197)</b>

**Non-Government Funding**

<b>Non-Government Funding</b>	<b>Schedule</b>	<b>HK\$</b>
School Funds – Approved Collection for Specific Purposes for Non-Standard Item Fund	4	151,200
School Funds – Tong Fai	5	1,008,000
<b>Total Non-Government Funding</b>		<b>1,159,200</b>
<b>Estimated Expenditure and Appropriations on Non-Government Funding</b>		
School Funds – Approved Collection for Specific Purposes for Non-Standard Item Fund	4	(151,200)
School Funds – Tong Fai*	5	(1,008,000)
<b>Total Estimated Expenditure and Appropriations on Non-Government Funding</b>		<b>(1,159,200)</b>
<b>Estimated Shortfall*</b>		<b>0</b>

\* Tong Fai will be insufficient to cover expected deficit from OEBG General Domain (government grants).





**OEBG Expenditure Budget  
2023/2024**

**Schedule 1**

		<b>Estimated Actual Expenditure</b>	<b>Grants</b>	<b>Budgeted Expenditure on Grants for</b>
		<b>2022/2023</b>	<b>2023/2024</b>	<b>2023/2024</b>
	<b>Name of Grant</b>	<b>HK\$</b>	<b>HK\$</b>	<b>HK\$</b>
	<b>General Domain</b>			
G2001	School and Class Grant	655,207.53	144,062.00	473,700.00
G2003	Lift Maintenance Grant	153,951.30	181,356.00	161,095.00
G2006	Admin Grant – Addtl Clerical Assistant	206,328.00	210,252.00	210,252.00
G2007	Revised Admin Grant Sch Section	1,024,940.00	904,980.00	1,072,497.00
G2017	Putonghua	0.00	1,852.00	1,852.00
G2044	Enhancement Grant	1,357.00	3,552.00	3,552.00
G2056	Supplementary Grant	169,308.00	172,525.00	177,164.00
G2068	Training and Development Grant	6,793.00	9,755.00	9,755.00
G2069	School Curriculum Development Grant	25,572.00	26,052.00	26,636.00
G2070	Moral and Civic Education Grant	4,992.00	7,680.00	7,680.00
G2072	Composite Information Tech Grant	421,462.00	427,756.00	427,756.00
G2074	Air-Conditioning Grant	230,134.51	287,733.00	240,813.00
	<b>Total General Domain Expenditure</b>	<b>2,900,045.34</b>	<b>2,377,555.00</b>	<b>2,812,752.00</b>
	<b>Special Domain</b>			
G3017	Capacity Enhancement Grant	399,792.53	428,372.00	709,661.00
G3002	Programme Fund – Whole School Approach to Guidance and Discipline	5,949.00	5,112.00	5,129.70
G3018	Top-Up Student Guidance Service Grant	23,354.50	19,364.00	23,613.00
G3019	Understanding the Adolescent Grant	147,454.00	148,708.00	176,555.00
G3020	Enhanced Speech Therapy Grant**	73,080.00	72,743.00	72,730.00
G3028	Sch-Based Management Top-Up Grant	0.00	52,596.00	52,596.00
	<b>Total Special Domain Expenditure</b>	<b>649,630.03</b>	<b>726,895.00</b>	<b>1,040,284.70</b>

\* Deficit (if any) will be absorbed by Tong Fai. Tong Fai will be insufficient to cover expected deficit from OEBG General Domain (government grants).

\*\* Amount to be confirmed by EDB



**Composite Furniture and Equipment Grant Budget  
2023/2024**

**Schedule 2**

G1067	HK\$	HK\$
Surplus carried forward	284,043	
Add: Grant for the year	122,856	
<b>Total available for current needs and planned future needs</b>		406,899
Less: Expected Expenditure		
Student Tables and Chairs	50,000	
10 Staff Chairs	10,000	
25 Notice Boards – Outdoor	40,000	
Lamination Machine	5,000	
Paper Binding Machine	5,000	
Part Replacement of Hall Audio-Visual Equipment	17,100	
Hall Audio-Visual and Lighting Maintenance	9,250	
Maintenance of Shredder	1,400	
Piano Tuning (3) and Maintenance of Musical Instruments	7,500	
<b>Total Budgeted Expenditure</b>		(145,250)
<b>Balance of the year</b>		<b>261,649</b>

**Learning Support Grant Budget  
2023/2024**

**Schedule 3**

G1142	HK\$	HK\$
Surplus carried forward	104,095	
Grant for the year	254,042	
<b>Total available for the year</b>		358,137
Less: Expenditure		
Hiring Learning Support Assistant (1)	210,357	
2 Dyslexia Training Groups (Chinese)	21,600	
2 Dyslexia Training Groups (English)	25,800	
2 Autism Spectrum Interpersonal Training Groups	27,000	
2 Executive Functioning Enhancement Group	27,000	
African Drum	20,380	
On-line Learning Platform for Dyslexic Students	8,500	
Teacher Talk or Workshop	5,000	
Student Talk or Workshop	12,500	
<b>Total Budgeted Expenditure</b>		(358,137)
<b>Balance for the year</b>		<b>0</b>



**Approved Collection for Specific Purposes – Non-Standard Item Budget  
2023/2024**

**Schedule 4**

G1003		HK\$	HK\$
Collections @450 per student per year (12 classes)			151,200
Less:	Expected Expenditure		
	Alarm and Security System Maintenance	10,500	
	Plant and Greening Maintenance	28,400	
	Cleaning of 2 extra Air-Conditioners (School Portion)	2,000	
	Additional Insurance	49,501	
	Emergency/Major Repairs and Improvement School Portion	60,799	
<b>Total Budgeted Expenditure</b>			(151,200)
<b>Balance of the year</b>			<b>0</b>

**Tong Fai Budget  
2023/2024**

**Schedule 5**

G1701		HK\$	HK\$
Tong Fai @3,000 per student per year (12 classes)			1,008,000
Less:	Expected Expenditure		
	Security Guard Service (part payment)	180,000	
	Moral and Religious Activities	78,000	
	Celebration	1,200	
	Telephone Charges	6,000	
	Bank Charges	15,000	
	Salary – Teaching Staff	12,000	
	Miscellaneous	2,000	
	Expected Deficit from OEBG General Domain	435,197	
	Pre-Payment and Appropriations for Maintenance, Major and Emergency Repairs	278,603	
<b>Total Budgeted Expenditure</b>			(1,008,000)
<b>Balance for the Year</b>			<b>0</b>

**Student Guidance and Top Up Service Grant Budgets  
2023/2024**

**Schedule 6.1**

G3018		HK\$	HK\$
Surplus carried forward		4,249	
Grant for the year		19,364	
<b>Total available for current year</b>			23,613
Less:	Expenditure		
	Prizes and Promotional Material	5,000	
	Educational Talks for Students on Special Education and Guidance	5,000	
	Badges for Student Helpers	3,000	
	Printing Fee of Postcards for Lost Post Days (Part)	900	
	Printing Fee of the Booklets	5,000	
<b>Total Budgeted Expenditure</b>			(18,900)
<b>Appropriation for possible fee increase in the following years</b>			(4,713)
<b>Balance for the year</b>			<b>0</b>





**Consultation Service Grant (CSG)  
2023/2024**

**Schedule 6.2**

G1140	HK\$	HK\$
Surplus carried forward	35,697	
Grant for the year	136,356	
<b>Total available for current year</b>		172,053
Less: Expenditure		
Consultation, supervision and other support services for the Social Work Service	133,005	
Appropriation for possible fee increase in the following years	39,048	
<b>Total Budgeted Expenditure</b>		(172,053)
<b>Balance for the year</b>		<b>0</b>

**School Social Work Service Grant (SSWSG)  
2023/2024**

**Schedule 6.3**

G1139	HK\$	
Surplus carried forward	123,880	
Grant for the year	688,680	
<b>Total available for current year</b>		812,560
Less: Expenditure		
Provision of a full-time Registered Social Worker (with a local degree in Social Work or equivalent) full-time on-site service	647,100	
Parent Talk by Clinical Psychologist		
Social Skills Training Group P5-P6 by Registered Social Worker		
Social Skills Training Group P3-P4 by Registered Social Worker		
Social Skills Training Group P1-P2 by Registered Social Worker		
P2 Half Day Camp – Social Skills Training, Campsite and Activities		
P3 Day Camp – Social Skills Training, Campsite and Activities		
P4 Day Camp – Social Skills Training, Campsite and Activities		
P5 Prefect Day Camp		
Volunteer Services for P5-P6		
Education Talks for Students on Guidance	5,000	
<b>Total Budgeted Expenditure</b>		(652,100)
<b>Appropriation for possible fee increase in the following years</b>		(160,460)
<b>Balance for the year</b>		<b>0</b>



**NCS-SEN Learning Support Grant  
2023/2024**

**Schedule 6.4**

G1143		HK\$	HK\$
Surplus carried forward		36,835	
Grant for the year		105,191	
<b>Total available for current year</b>			142,026
Less:	Expenditure		
	NCS Chinese Enhancement Course	88,000	
	Teacher Talk	4,000	
<b>Total Budgeted Expenditure</b>			(92,000)
<b>Balance for the year</b>			<b>50,026</b>

**Programme Fund – Whole School Approach  
to Guidance and Discipline Grant Budget  
2023/2024**

**Schedule 7**

G3002		HK\$	HK\$
Surplus carried forward		17.70	
Grant for the year		5,112.00	
<b>Total available for current year</b>			5,129.70
Less:	Expected Expenditure		
	Prizes and Promotional Material	5,000.00	
	Printing Fee of the Postcards for Love Post Day	129.70	
<b>Total Budgeted Expenditure</b>			(5,129.70)
<b>Balance for the year</b>			<b>0</b>

**Moral and Civic Education Grant Budget  
2023/2024**

**Schedule 8**

G2070		HK\$	HK\$
Grant for the year			7,680
Less:	Expenditure		
	Promotional Material to Promote Good Behaviour, Morals and Civic Duty	5,000	
	Educational Talks for Students	2,080	
	Registration Fee of Hong Kong Flag Guards	600	
<b>Total Budgeted Expenditure</b>			(7,680)
<b>Balance for the year</b>			<b>0</b>



**Understanding the Adolescent Grant Budget  
2023/2024**

**Schedule 9**

G3019		HK\$	HK\$
Surplus carried forward		27,847	
Add: Grant for the year		148,708	
<b>Total available for the year</b>			176,555
Less:	Expenditure		
	P4 UAP Activities Package of the Current Year	113,600	
	P5 UAP Activities Package (2 <sup>nd</sup> payment)	16,500	
	P6 UAP Activities Package (3 <sup>rd</sup> payment)	16,557	
	Prizes and Promotional Material	5,000	
	Teacher Workshop	9,800	
<b>Total Budgeted Expenditure</b>			(161,457)
<b>Appropriated for possible fee increase in the following years</b>			(15,098)
<b>Balance for the year</b>			<b>0</b>

**School Curriculum Development Grant Budget  
2023/2024**

**Schedule 10**

G2069			HK\$	HK\$
Grant for the year				26,052
Less:	English	Speech Festival Books (Solo Verse and Prose Reading)	1,000	
	Chinese	Teaching Materials and Online Basic Teaching and Learning Support Materials (school textbook)	1,200	
	Mathematics	Teaching Materials and Online Basic Teaching and Learning Support Materials (school textbook)	400	
		Planetii Site Licence	10,800	
		Mathematics Teaching Aids	2,000	
	Art & Craft	Examination Materials	500	
		Japanese Sugar Paper and Art Equipment	4,000	
		Art & Craft Materials for Teacher's Demonstration	3,000	
	Social Studies	Teaching Materials and Online Basic Teaching and Learning Support Materials (school textbook)	500	
	Science	Experiment Teaching Aids and Materials	1,000	
	H&G	Teachers' Reference Materials	1,236	
	Music	Classroom Instruments	1,000	
<b>Total Budgeted Expenditure</b>				(26,636)
<b>Projected Deficit of the Year</b>				<b>(584)</b>





**Putonghua Grant Budget  
2023/2024**

**Schedule 11**

G2017		<b>HK\$</b>	<b>HK\$</b>
<b>Grant for the year</b>			1,852
Less:	Chinese – Class Library Books with Pinyin	1,852	
	<b>Total Budgeted Expenditure</b>		(1,852)
<b>Balance for the Year</b>			<b>0</b>

**Promotion of Reading Grant Budget  
2023/2024**

**Schedule 12**

G1138		<b>HK\$</b>	<b>HK\$</b>
<b>Grant for the year</b>			21,733
Less:	Reading Package of eRead Scheme	18,880	
	Library Books	2,853	
	<b>Total Budgeted Expenditure</b>		(21,733)
<b>Projected Deficit</b>			<b>0</b>

**Composite Information Technology Grant (CITG) Budget  
2023/2024**

**Schedule 13**

G1067		<b>HK\$</b>	<b>HK\$</b>
<b>Grant for the year</b>			427,756
Less:	Expected Expenditure		
	Fibre Broadband Internet Service	9,000	
	WiFi Subscription part payment	47,904	
	Network Revamp payment (3rd instalment of 3)	32,807	
	IT Maintenance	94,734	
	IT Consumables	42,000	
	Software and Licence, Library System Maintenance	115,106	
	IT Hardware	86,205	
	<b>Total Budgeted Expenditure</b>		(427,756)
<b>Balance for the Year</b>			<b>0</b>

**Training and Development Grant Budget  
2023/2024**

**Schedule 14**

G2068		<b>HK\$</b>	<b>HK\$</b>
<b>Grant for the year</b>			9,755
Less:	Expected Expenditure		
	Course Fee for first aid and AED Courses for Teachers	3,700	
	Workshop on National Security and National Education	6,055	
	<b>Total Budgeted Expenditure</b>		(9,755)
<b>Deficit for the Year</b>			<b>0</b>



**School and Class Grant Budget  
2023/2024**

**Schedule 15**

G2001		<b>HK\$</b>	<b>HK\$</b>
<b>Grant for the year</b>			144,062
Less:	Expected Expenditure		
	Postage and Stamps	5,000	
	Telephone	14,000	
	Wreaths and Flower Baskets	1,000	
	Repairs School Section under \$3,000	15,000	
	Transportation	3,000	
	Miscellaneous	1,200	
	Consumable Stores	11,000	
	Fuel, Light and Power	50,000	
	Cleaning, Disinfection and Materials	130,000	
	Water Bill	1,500	
	Water Tank Cleaning	12,000	
	First Aid	12,000	
	Paper and Stationery	90,000	
	Printing	50,000	
	Bank Charges and Insurance	4,000	
	Advertisement	50,000	
	Fire Services Installation Inspection and Insurance	4,000	
	Audit Fees	18,000	
	Other Expenses	2,000	
<b>Total Budgeted Expenditure</b>			(473,700)
<b>Projected Deficit</b>			<b>(329,638)</b>

**Enhanced Speech Therapy Grant Budget  
2023/2024**

**Schedule 16**

G3020		<b>HK\$</b>	<b>HK\$</b>
Deficit carried forward		(13)	
Add: Grant for the year (To Be Confirmed)		72,743	
Total available for the year			72,730
Less:	Expenditure		
	Speech Assessment and Therapy	56,000	
	Extra therapy service (14 hours)	16,000	
	Teaching and Learning Material	730	
Total Expenditure			(72,730)
<b>Balance for the year</b>			<b>0</b>