

**Tsuen Wan Government Secondary School**  
**Proposed Plan for use of Teacher Relief Grant (2016/17)**

<b>Task</b>	<b>Major Area(s) of Concern</b>	<b>Strategies/Tasks</b>	<b>Time Scale</b>	<b>Resources required</b>	<b>Success criteria / outcomes</b>	<b>Evaluation methods</b>	<b>Staff i/c</b>
Learning and Teaching	1. To employ Supply Teachers to provide relief for teachers attending subject-related seminars/workshops, IT-related professional development programmes and to substitute teachers who are on sick leave/duty visit.	Employing Supply Teachers	September 2016 to August 2017	Salary of Supply Teachers(graduate) employed on daily basis: \$1,416(subject to review)×70 days = \$99,120	1. 80% of teachers find that the number of substituted lesson taken up by them is reduced.	1. Opinion survey of teachers from the related subjects. 2. Analyse the statistical figure of substituted lessons taken up by teachers.	LEUNG Hiu-muk  TAM WOO Kit-ching
<b>Amount required = \$99,120</b>							