

The Y.W.C.A. Hioe Tjo Yoeng College
Annual School Plan

Appendix - Plan on the use of Learning Support Grant for Secondary Schools (LSGSS) 2020-2021

Objectives:

The use of the Learning Support Grant (LSG) is to secure resources (manpower and finance) to facilitate the support measures for students with “special education needs” (SEN). Overview of this aspect:

- (1) Task force: Special Education Needs Unit (Head by SENCO), supported by Counselling, Health & Sex Education Committee (CHS), School Social Workers (SSW) and Teaching Assistants (TAs)
- (2) Aspects of work: (i) enforcement of related guidelines to maintain a favourable learning environment and related systems for SEN students, (ii) provision of individual guidance and supportive programmes for SEN students, (iii) collaboration with other departments to allow for adjustments in L&T, and to handle problems that come up, and (iv) support SEN students in making special arrangements in internal or public examinations.

Planning:

Areas	Description	Benefits Anticipated	Schedule	Evaluation	Estimated expenditure	Person-i/c
Strengthening the manpower in supporting SEN students	To employ 3 Teaching Assistants	<ol style="list-style-type: none"> 1. Provide manpower support to maintain sufficient contact and general guidance to SEN students 2. Provide manpower to handle clerical work, internal special examination arrangements, and urgency 	Sept. 1 onward, to be continued upon evaluation.	<ol style="list-style-type: none"> 1. Clerical and general support available for SEN activities 2. Observations / discussion 	Yearly salary + MPF= HK\$656,800.00	SENCO, Head of SEN Unit
Purchase of support services	Services	<ol style="list-style-type: none"> 1. Purchase of relevant services 2. Provision of individual or group training programmes 3. Enhancement of the effectiveness of services or programmes 		<ol style="list-style-type: none"> 1. Students' evaluation and feedback 2. Teachers' observation 	HK\$80,000.00	
Miscellaneous	Expenditure on ad hoc items	<ol style="list-style-type: none"> 4. Provide necessary materials to facilitate the caring relationship on SEN students 5. Provision of support and encouragement 		<ol style="list-style-type: none"> 1. Observations / discussion 	HK5,000.00	
Total					HK\$736,800.00	

Estimated income: HK\$733,347.00 [income: \$540,000.00¹, surplus from 1920: \$193,347²]

Estimated Expenditure: HK\$736,800.00

Prepared by CHAN Wing-kit (14.9.2020)

¹ Calculated from number of SEN students of different tiers

² Confirmed record from Special Education Management Information System (SEMIS)