

**Quality Education Fund**  
**The Dedicated Funding Programme for Publicly-funded Schools**  
**Part B: Project Proposal**

<b>Project Title: To support students' effective learning of SPACE TOWN Literacy Programme (EDB NET Section) through providing a language-rich and IT-friendly learning environment</b>	<b>Project Number:</b> <i>(To be assigned by the EPMS)</i>
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**Name of School:** \_\_The Salvation Army Lam Butt Chung Memorial School

**Direct Beneficiaries**

(a) Sector:  Kindergarten  Primary  Secondary  Special School *(Please put a tick in the appropriate box(es).)*

(b) Beneficiaries: (1) Students: 400 (P1-3); (2) Teachers: 14; (3) Parents: 30;  
 (4) Others: kindergarten students

**Project Period:** 06/2019 to 08/2020

**1. Project Needs**

1.1	Project Aim(s)	Renovating and refining the existing English Room to provide a language-rich and IT-friendly English learning environment for all P1-3 students.
1.2	Innovative element(s)	<p>Create an IT-friendly learning environment (including easy access to the Internet and e-resources such as E-reading materials) for students to seek, share and use information and resources for learning as well as to interact with teachers, other students and people around the world.</p> <p>Students will be able to expose to multimedia resources such as videos, e-books, interactive games, application software and authentic online resources to acquire knowledge. Students will also be given opportunities to apply IT skills to process and create multimodal texts, and share information and ideas through online platform.</p> <p>In addition, teachers will make good use of e-learning resources to enhance learning and teaching effectiveness, promote self-directed learning and as well as to cater for learner diversity.</p>
1.3	Alignment with school-based / students' needs	<p>A language-rich and IT-friendly English Room is essential to implement SPACE TOWN Literacy Programme effectively and successfully. Only one single English Room is not enough to support the needs of all P1-3 students in Reading and Writing lessons co-taught by NETs and LETs. There are four lessons (two double lessons) of Reading and Writing lessons weekly for each P1-3 class.</p> <p>Small group rotation activities such as levelled guided reading and independent learning through school-based online platform are effective ways to promote self-directed learning and cater for learner diversity. In order to enhance learning and teaching effectiveness, sufficient space to create room for small group learning is of crucial importance.</p> <p>In order to accommodate the needs of lesson time for all P1-3 classes, the English Rooms will be expected to be fully utilized with two classes having lessons at the same time. Therefore, a tranquil environment of the English Rooms is extremely important to ensure learning and teaching activities can be conducted effectively without noise disturbance.</p>

**2. Project Feasibility**

2.1	Key concept (s) / rationale(s) of the project	1. With half of the English lessons (four lessons) in a week, the English Room will be utilized by P1-3 English teachers (both NETs and LETs) to teach Units of Work lessons (reading and writing). P1-3 students will have two double lessons (two
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		<p>70-minute lessons) per week to learn English in the English Room.</p> <ol style="list-style-type: none"> <li>There will be five teaching of reading strategies: Shared Reading, Guided Reading, Independent Reading, Reading Aloud and storytelling.</li> <li>There will be two teaching of writing strategies: Shared Writing and Process Writing. Process Writing includes: Pre-writing, drafting, revising, editing and publishing.</li> <li>Through small group teaching, there will be different types of student grouping with differentiated tasks and activities to cater for learner diversity. Students will also be grouped according to similar reading levels in guided reading sessions.</li> <li>In response to the promotion of E-Learning and Information Literacy and Self-Directed Learning by EDB Curriculum Guide “Ongoing Renewal of the English Language Education Curriculum – Sustaining, Deepening and Focusing”, e-learning options are provided in the lessons. Students will be given opportunity to learn through a variety of multimedia resources (for example, students will be able to learn English independently through Reading Town Apps as well as our school-based website WEEBLY). Students will also be able to choose tasks and activities to complete in the Self-Directed Learning Booklet (supported by SPACE TOWN programme).</li> </ol>
2.2	Applicant’s readiness or ability/ experience/ conditions/ facilities for project implementation	<ol style="list-style-type: none"> <li>The three English panel heads and two NETS have been involving in SPACE TOWN programme for at least two years. They have a clear understanding about the needs of the students and how the design and setting of the English Room could facilitate learning and teaching more effectively.</li> <li>The senior management has had the experience of renovating the computer room and Dream Room (IT Room) recently. They would be able to give valuable advice and practical suggestions on renovating the English Room.</li> </ol>
2.3	Principal’s and teachers’ involvement and their roles	<ol style="list-style-type: none"> <li>The principal, vice-principals, PSMCD and English panel heads will discuss and jointly make decisions on the design and renovation of the English Room.</li> <li>P1-3 English teachers will be regularly using the English Room to teach Reading and Writing lessons in the long term.</li> <li>Professional Teachers’ Development on the application of different application software and online resources will be provided to English teachers regularly with the support of the school IT coordinator.</li> </ol>
2.4	Parents’ involvement / participation (if applicable)	<ol style="list-style-type: none"> <li>Parents Workshops or Parents Talks will be conducted in the English Room whenever appropriate.</li> </ol>
2.5	Roles of collaborator(s) (if applicable)	NIL

## 2.6 Implementation timeline

Implementation period (MM/YYYY)	Project activities
08/2019-10/2019	Renovation of the English Room including the setting of equipment and furniture
11/2019-07/2020	Implementing P1-3 SPACE TOWN Literacy Programme with school-based curriculum refinement. Integrating the use of multimedia resources into SPACE TOWN lesson plans to enhance students’ self-directed learning and cater for learner diversity. Revising lesson plans and design through regular level meetings.
11/2019-07/2020	Conduct at least two professional trainings on the application of E-learning and Information Literacy annually to all English teachers.

## 2.7 Details of project activities (Item (a)-(f) not applicable to this application can be deleted.)

### a. Student activity, if applicable

Activity name	Content (Including the topics, implementation strategies/modes, target beneficiaries, selection criteria, etc.)	Number of sessions and duration	Teachers’ involvement and/or hired personnel (Including the roles,	Expected learning outcomes

			<i>qualifications and experiences required of the speaker(s)/ instructor(s), etc.)</i>	
Activity 1	P1-3 SPACE TOWN Literacy Programme	Two double lessons (two 70-minute lessons) per week	All P1-3 English teachers as well as two NETs will be involved in teaching Reading and Writing lessons per week	<ul style="list-style-type: none"> <li>- P1-3 students will be able to learn English regularly in a language-rich and IT-friendly English Room per week (two 70-minute lessons)</li> <li>- Students will be able to learn in small groups according to their ability with higher engagement and participation.</li> <li>- Teachers will be able to adopt different strategies to cater for learner diversity. For example, differentiated writing tasks and reading skills in guided reading.</li> <li>- E-learning and Self-Directed Learning will be promoted as students will be given time to learn independently through learning Apps /website and SDL Learning Booklet.</li> <li>- Students' engagement and group collaboration will be promoted by using multimedia resources.</li> </ul>

b. Teacher training, if applicable

Activity name	Content <i>(Including the topics, implementation strategies/modes, target beneficiaries, selection criteria, etc.)</i>	Number of sessions and duration	Hired personnel <i>(Including the roles, qualifications and experiences required of the speaker(s)/ instructor(s), etc.)</i>	Expected learning outcomes
Activity 1	Professional trainings on E-Learning and Information Literacy (supported IT coordinator)	Two sessions (1.5 hours per session) annually	Inviting IT teachers to provide trainings for English teachers	<ul style="list-style-type: none"> <li>- Teachers will learn different application software and/or online platform</li> </ul>

				and have hands-on trials in the training sessions. - P1-3 teachers will keep practicing the use of the software and/or online platform in Reading and Writing lessons through implementing revised lesson plans.
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c. Equipment (including installation of new fixtures or facilities), if applicable

	Details of equipment to be procured	Contribution to fulfilment of the project aim(s) and if applicable, the expected utilization rate
1	5 tables	- For students - Over 80% utilization rate
2	60 chairs	- For students - Over 80% utilization rate
3.	60 stools	- For students - Over 80% utilization rate
4.	A computer	- For teachers' teaching - Over 80% utilization rate
5.	30 Tablets	- For students' E-learning and Self-Directed Learning - Over 80% utilization rate
5.	Teachers' desks	- For teachers - Over 80% utilization rate
6.	Cabinets / bookshelf / cupboards	- For keeping Big Books, guided reading readers, independent readers and other story books - For keeping students' learning booklets - For keeping teaching materials and resources - Over 80% utilization rate
7.	An air-conditioner	- For ventilation
8.	A projector	- For teachers' teaching and students' learning - Over 80% utilization rate
9.	Mats for reading corners / small group activities	- For students' Self-Directed learning - For teachers' teaching - Over 80% utilization rate

d. Construction works, if applicable

	Details of the construction works proposed	Contribution to fulfilment of the project aim(s) and if applicable, the expected utilization rate
1	Installation of partition with materials for displays and classroom decoration as learning support	- To ensure lessons will be able to delivered smoothly without noise disturbance and interruption in both English Rooms as the utilization of both rooms will probably reach their full capacity with 15 classes (each having four lessons in the English Room per week)

*(Public sector primary and secondary schools, including DSS schools, and special schools should refer to Paragraph 8.6 and other relevant paragraphs in the School Administration Guide. Kindergartens under the New Kindergarten Education Scheme should observe Paragraph 1.2(1)(g) in the Kindergarten Administration Guide.)*

e. Features of the school-based curriculum to be developed, if applicable

P1-3 SPACE TOWN Literacy Programme with half of the weekly lessons (two double lessons per week) to be conducted in a language-rich and IT- friendly learning environment co-taught by native English teachers and local English teachers. To enhance students' engagement through promoting students' independent learning via E-learning and Self-Directed
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Learning activities.

f. Other activities, if applicable (Please specify how they contribute to fulfilment of the project aim(s).)

## 2.8 Budget

**Total Grant Sought: HK\$ \_\_\_\$510,810**

Budget Categories*	Breakdown for the budget items		Justifications <i>(Please provide justification for each budget item, including the qualifications and experiences required of the hired personnel.)</i>
	Item	Amount (HK\$)	
a. Staff	Employment of Teaching Assistant to help creating teaching aids and teaching materials	\$200,000	For learning and teaching activities
b. Service			
c. Equipment			
	Security access control (3 entrances)	\$20,000	For security
d. Works	Wires and cable setting for electricity	\$50,000	For learning and teaching activities
	5 tables	\$10,000	For learning and teaching activities
	60 chairs	\$6,000	For learning and teaching activities
	60 stools	\$6,000	For learning and teaching activities
	A computer	\$5,600	For learning and teaching activities
	30 tablets	\$120,000	For learning and teaching activities
	Teachers' desks	\$3,000	For learning and teaching activities
	Cabinets / bookshelf / cupboards	\$5,000	For learning and teaching activities
	An air-conditioner	\$5,000	Installing air conditioners for the room
	A projector	\$10,000	For learning and teaching activities
	Mats	\$5,000	For security
e. General expenses	Installation fee of air-conditioner	\$10,000	Installing air conditioners for the room
	Audit Fees	\$5,000	For auditing charge
	Disposal fee of construction materials	\$20,000	For disposal
f. Contingency	Contingency for Works	\$22,560	(d x 10%)
	Other contingent expenditures	\$7,650	[(b+c+e) x 3%]
<b>Total Grant Sought (HK\$):</b>		<b>\$510,810</b>	

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(i) Applicants should refer to the *QEF Pricing Standards* in completing the above table. All staff recruitment and procurement of goods and services should be carried out on an open, fair and competitive basis. Budget categories not applicable to this application can be deleted.

(ii) For applications involving school improvement works, a contingency provision of not more than 10% for carrying out works is considered acceptable.

(iii) For projects lasting for more than one year, a contingency provision of not more than 3% of the total budget exclusive of staff cost and works expenditure (including the related contingency provision), if any, is considered acceptable.

## 4. Expected Project Outcomes

3.1	Deliverables / outcomes	<input type="checkbox"/> Learning and teaching materials <input type="checkbox"/> Resource package <input type="checkbox"/> e-deliverables* ( <i>please specify</i> ) _____ <input checked="" type="checkbox"/> Others ( <i>please specify</i> ) A language-rich environment for English learning and teaching  <i>*For e-deliverables to be hosted on HKEdCity, please liaise with HKEdCity at 2624 1000.</i>
3.2	Positive impact on quality education/ the school's development	P1-3 students will be able to develop reading and writing skills of English language effectively in a language-rich and IT-friendly environment. Self-directed learning and E-learning will be promoted through a regular and sustainable use of the English Room and the opportunity to access to multimedia learning resources during the whole key-stage 1.

### 3.3 Evaluation

Please state the methodologies of evaluating project effectiveness and provide the success criteria.

*(Examples: lesson observation, questionnaire survey, focus group interview, pre-test/post-test)*

Lesson observation: Teachers will observe the reaction of students' learning when the activities are implemented, focusing on whether the students' ability to listen and speak during the language activities has improved, whether the curriculum and activities design can meet the students' language development, and regularly discuss with the teaching staff to adjust and fine-tune the curriculum and activities. The suitability to achieve the desired results.

Evaluation Meeting: Communicate with stakeholders, including other teachers, pupils and parents, into order to collect their opinions about project implementation. Programme teachers observe the changes in the reading, listening and speaking ability before and after the implementation of the activity, to understand the effectiveness of the activity.

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**For applications with grant sought exceeding \$200,000, please complete Parts 3.4 and 3.5.**

### 3.4 Sustainability of the project

By the end of the project, an evaluation meeting will be held for the committee members and the teachers involved. They will discuss how to further develop the SPACE TOWN Literacy Programme education and design learning and teaching activities of different themes.

The school will continue to make good use of the facilities and equipment to conduct learning and teaching activities in order to enrich students' learning experience after the completion of the project.

SPACE TOWN Literacy Programme will help establish a school culture that emphasises English importance and promotes a English learning environment. After the completion of the project, the school will continue implementing and optimising the P1 to P3 curriculum. Furthermore, the school will be responsible for the maintenance of the room and the repair of the equipment to ensure that the room can continue to operate in the future to complement relevant activities in the years to follow, thus sustaining the fulfilment of project aims.

### 3.5 Dissemination

Please provide a dissemination plan for sharing the good value of the project with the school sector.

*(Examples: dissemination seminar, learning circle)*

The school plans to organise a sharing seminar for the teachers by the end of the project period so as to showcase students' learning outcomes, share the project experience and tips for implementing related learning activities.