

Work Plan on the Use of Strengthening School Administration Management Grant

(To be uploaded on the school's homepage before end-October 2016)

We (the School) have read and understand the stipulations stated in the EDB Circular Memorandum No.21/2016 on Strengthening School Administration Management (SAM) Grant. The following work plan on the use of the SAM Grant is drawn up after consultation with the teachers:

Objective

After reviewing the operation of the school, the measures below will be devised to enhance student support/teaching-related administrative work, information management and communications and school premises management.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Information management and communications	<ul style="list-style-type: none"> To upgrade the existing library on-line system with enhanced feature for quicker and easier access to the uses of library resources for both student and teacher reference. 	Library computer system	Feedback from students and library mistress	\$23, 100	One-off
Student support administrative work	<ul style="list-style-type: none"> To generate detailed analysis of student examination performances in terms of class, subject and form comparisons, predicted grades and percentile profiles for efficient and effective circulation of data among staff members. 	Student Data Analysis system	Feedback from teachers	\$60, 000	One-off
Student support administrative work	<ul style="list-style-type: none"> To enhance the accountability and security of school-parent communication, the school, in stages, send to and receive messages from parents via their mobile phone. Parents will be notified upon fees collection 	Campus App	Feedback from PTA	\$85, 000	Parents will be charged from 2018/2019

¹Examples: Administrative procedure and framework/mechanism, financial management, student support/teaching-related administrative work, information management and communications, and school premises management.

	through octopus and messages issued by the school.				
School premises management	<ul style="list-style-type: none">● To upgrade the CCTV system and enhance its coverage on the campus and retention of images.	CCTV	Feedback from teachers	\$60, 000	One-off