

Work Plan on the Use of Strengthening School Administration Management Grant

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 the overall effectiveness in three main areas: student support / teaching-related administrative work, financial management, information management and communications.

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Student support / teaching-related administrative work	<ul style="list-style-type: none"> ● To enhance the administrative effectiveness and reduce administrative workload in documents routing and student information management through the use of electronic system ● To circulate and process school documents, student activity records, conduct record sheets, student learning profile, questionnaires, test and examination papers, etc. in a much more efficient way ● To shorten students' queuing time and reduce teachers' workload in checking students' body temperature through the use of infrared body temperature sensor 	<ul style="list-style-type: none"> ● Computer equipment and software ● 3 sets of high-quality network printer and scanner ● Infrared body temperature sensor 	<ul style="list-style-type: none"> ● School and student information can be digitalized. ● 80% of the staff opine that the electronic system can enhance the efficiency of the school administrative work ● 80% of the staff opine that the use of infrared body temperature sensor is reliable and it helps shorten students' queuing time and reduce teachers' workload in checking students' body temperature 	<p style="text-align: center;">\$15,000 (computer equipment and software)</p> <p style="text-align: center;">\$90,000 (network printers and scanners)</p> <p style="text-align: center;">\$50,000 (infrared body temperature sensor)</p>	<ul style="list-style-type: none"> ● The electronic system will continue to be utilized to manage school and student / alumni information ● The infrared body temperature sensor will continue to be utilized to check students' body temperature

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Financial management	<ul style="list-style-type: none"> ● To enhance the administrative effectiveness and reduce teachers' workload in collecting fees from students through the use of smart card system ● To enhance the accuracy of asset management and facilitate teachers keeping and checking inventory record 	<ul style="list-style-type: none"> ● Smart Card system ● Inventory management software and barcode scanners 	<ul style="list-style-type: none"> ● 80% of the staff opine that the smart card system helps reduce teachers' workload in collecting fees from students ● 80% of panel and committee heads opine that the inventory system is reliable and user-friendly 	<p style="text-align: center;">\$30,000 (smart card system)</p> <p style="text-align: center;">\$15,000 (inventory software and barcode scanners)</p>	<ul style="list-style-type: none"> ● The smart card system will continue to be utilized to handle students' payments ● The inventory system will continue to be utilized to handle inventory affairs
Information management and communications	<ul style="list-style-type: none"> ● Parents are able to receive e-circulars / school messages through a smart phone ● Reply from parents can be faster. It helps reduce teachers' workload in collecting rely slips 	<ul style="list-style-type: none"> ● Parents-school communication system 	<ul style="list-style-type: none"> ● 80% of parents and teachers opine that the parents-school communication system is convenient, reliable and user-friendly 	<p style="text-align: center;">\$50,000</p>	<ul style="list-style-type: none"> ● The parents-school communication system will continue to be utilized to facilitate communications with parents