

Name of School: Tin Ka Ping Secondary School

(District: North)

Work Plan on the Use of Strengthening School Administration Management Grant (8/2016)

(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 (1st phase) will be adopted to enhance the overall effectiveness in school administration through enhancing our existing electronic platforms.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Student support	To reduce the workload of teachers and clerical staff in the selection of students, taking attendance, collecting fees, evaluating students' performance, performing statistical analysis and keeping records etc. in CCA.	Co-curricular Activities Enrolment System	75% CCA committee members satisfy with the enhanced efficiency. Members satisfaction will be shown on the minutes of CCA Unit meeting.	\$35,000	The system will be integrated into regular practices of the unit to secure a sustainable development.
	To enhance the effectiveness of data management in the organization of athletic meet and swimming gala.	Sports Events Enrolment and Record System	The PE panel satisfies with the efficiency of the enhanced system. It will be shown on the minutes of PE Department meeting.	\$35,000	The system will be integrated into regular practices of the unit to secure a sustainable development.

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

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Information management and communications	To enhance communication amongst school stakeholders	Communication Applications for parents, teachers and students (3-years)	75% ADC members satisfy with the enhanced efficiency. Members satisfaction will be shown on the minutes of ADC meeting.	\$48,000	The system will be integrated into regular practices of the ADC to secure a sustainable development.
	To enhance the storage of e-class data by introducing a cloud storage system provided by supplier.	Cloud storage (3-years)	75% IT team members satisfy with the efficiency. Members satisfaction will be shown on the minutes of IT Unit meeting.	\$48,000	The system will be integrated into the regular practices of IT the unit to secure a sustainable development. Overall review will be carried out by ADC and IT teams at the end of the third year to determine whether continuous adoption of cloud storage is worth investing.

Signature of Supervisor : _____

Name of Supervisor : _____

Date : _____