

Name of School: PUI TAK CANOSSIAN COLLEGE (District: Central, Western & Southern District)

Work Plan on the Use of Strengthening School Administration Management Grant

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

We (Pui Tak Canossian College) 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 school administrative work, streamline the workflow of administrative information management, enhance the entrance security and the Home-School communication.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Administrative procedure and framework / mechanism	To reduce the time required for school administration staff to consolidate relevant information	To procure an electronic system for processing teachers' attendance records	<ul style="list-style-type: none"> ● Provide the convenient electronic platform for staff to take attendance, effectively process and store the information. ● Reduce the time required for teachers and school administration staff 	\$ 12,000.00	To develop another electronic system for processing students' attendance records, which if the staff system is efficient.

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

	To handle the human resource management effectively, well defined the individual roles and avoid overlapping of administrative work	To procure an electronic document management platform to handle the internal human resources management	<ul style="list-style-type: none"> ● Administrative work can be carried out more smoothly and effectively. ● To minimize the number of mistakes in the arrangement of teaching assignments and administrative duties. 	\$ 29,000.00	To apply the system for all committees and teams
	Well organized the booking system and reduce the workload of administration staff	To develop an Electronic Platform for e-booking	Teachers can easily make the bookings and avoid the overlapping and clashes of the use of the classrooms	\$10,000.00	To apply the system for whole school, including hall, special rooms and all facilities.
	To save time for counting cash and release the workload of teachers and administration staff in handling the school payment	To promote electronic payment by using Octopus cards	Over 90% of parents and students will use the electronic payment	Octopus ePayment System (Hardware*2 sets + 1st year admin fee) \$45,000.00 Octopus Notebook, Server & Sql license \$15,000.00	The e payment system can be used for all payments in school, including the donation.
Student support administrative work	To consolidate all systems into one and effectively used by both teachers and students	To procure an electronic system for consolidating the non- academic performance results of students over the years, including records of services, extra-curricular activities and awards	I-portfolio system is effectively used by teachers and students and over 80% of the users feel satisfactory with the system	\$37,500.00	The electronic system can be effectively used together with the other system, such as WebSams System

Information management and communications	To strengthen the communication and relationship between school and parents	<ol style="list-style-type: none"> 1. Responsive Website & Entrance TV Management System 2. Parent App 	<ul style="list-style-type: none"> ● Parents will get the school information effectively ● Over 80% of parents will find the system more convenient to handle school-related matters of the students 	Responsive Website & Entrance TV Management System \$37,500.00 Parent App \$50,000.00	The App can be used widely, including the connection among the staff and parents
School premises management	To spare the janitors to perform additional duties at the school administration office	To introduce an electronic entrance security system for efficient management of access to school to enhance security	Better support can be provided for teachers and administration staff	Installation for electromagnetic lock \$15,000.00 Installation for the Video Intercom \$10,000.00	Enhancement of the whole school security will be continued.
				Total : \$261,000.00 SAM Grant : \$250,000.00 EOEBG : 1,1000.00	