

Name of School: Po Leung Kuk Tong Nai Kan Junior Secondary College (District: Sham Shui Po)

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 the overall effectiveness in Administrative procedure and framework / teaching-related administrative work, information management and communications, and school premises management, especially in reducing the administrative workload of accessing / retrieving administrative information, and to streamline the workflow of administrative information management and teaching-related administrative work, information management and communications, and school premises management through establishing relevant guidelines.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Administrative procedure and framework / teaching-related administrative work, information management and communications, and school premises management	<ul style="list-style-type: none"> ● To enhance the administrative effectiveness and reduce administrative workload in timetabling and teachers' workload and class details information management through the use of timetabling electronic system. ● To reduce the negative impact on student learning and enhance the administrative effectiveness and reduce administrative 	<ul style="list-style-type: none"> ● To enhance the administrative effectiveness and reduce administrative workload in timetabling and teachers' workload and class details information management through the use of timetabling electronic system. ● To enhance the administrative effectiveness and reduce administrative workload in arranging lesson substitution and in teachers' teaching workload and classroom details information management through the use of lesson substitution electronic system. 	<ul style="list-style-type: none"> ● School resources and administrative information can be digitalized and a framework with index system can be created to facilitate the managing, distributing, storing, and retrieving of school resources and administrative information; and related procedural guidelines can be established. ● 80% of the staff opine that the electronic system can enhance the efficiency of the administrative work of student information. 	\$250,000 Outsourcing fee for digitalizing and writing electronic systems as shown below: <ul style="list-style-type: none"> ● Timetabling electronic system ● Lesson substitution electronic system ● Invigilation timetable electronic system ● Room booking electronic system 	<ul style="list-style-type: none"> ● The electronic-systems will continue to be utilized to manage school resources and administrative information. ● Other support staff in the school will continue to assist the enhancement and management of school resources and administrative information; they will also continue to adopt and update related guidelines.

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

	<p>workload in lesson substitution and teachers' teaching workload and classroom details information management through the use of lesson substitution electronic system.</p> <ul style="list-style-type: none"> ● To enhance the administrative effectiveness and reduce administrative workload in hand-making invigilation timetables for various assessments through the use of invigilation timetable electronic system. ● To enhance the administrative effectiveness and reduce administrative workload in booking classrooms, lecture theater, function rooms and other special rooms through the use of booking room electronic system. 	<ul style="list-style-type: none"> ● To enhance the administrative effectiveness and reduce administrative workload in making invigilation timetables manually for various assessments through the use of invigilation timetable electronic system. ● To enhance the administrative effectiveness and reduce administrative workload in booking classrooms, lecture theater, function rooms and other special rooms through the use of room booking electronic system. 			
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Signature of Supervisor : _____
Name of Supervisor : Mrs Angel S P CHAN LAU, BBS, JP
Date : _____