

## Work Plan on the Use of Strengthening School Administration Management Grant

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

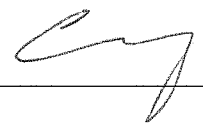
We (the School) have read and understand the stipulations stated in the EDB Circular Memorandum No.21/2016 on Strengthening School Administration Management (SAM) Grant. The following work plan on the use of the SAM Grant is drawn up after consultation with the teachers:

### Objective

After reviewing the operation of the school, the measures below will be devised to enhance the effectiveness of administration management and to relieve teachers' administrative work.

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Student support & school administration	<ul style="list-style-type: none"> <li>- To enhance the administrative effectiveness and reduce administrative workload in detecting students and staff with elevated body temperature during high season of infectious disease.</li> </ul>	Infrared Body Temperature Screening System for human fever detection	<ul style="list-style-type: none"> <li>- Students and staff with elevated body temperature are being detected by the system upon their arrival to school and the risk of widespread of infectious disease, e.g. avian influenza, is reduced</li> <li>- Labour and administrative workload on checking students' and staff's body temperature during high season of infectious disease can be reduced by 80%</li> </ul>	\$45,000.00	<ul style="list-style-type: none"> <li>- The infrared body temperature screening system will continue to be utilized to detect students and staff with elevated body temperature daily</li> </ul>
Teaching-related administrative work	<ul style="list-style-type: none"> <li>- Automatic marking of MC question and the generation of analysis reports on students results</li> <li>- Efficient collection and analysis of data that questionnaire surveys need.</li> </ul>	Optical mark recognition system for MC questions (Software, Document Scanner and Computer system)	80% teaching staff agree that the system is efficient and effective	\$49,900.00	Automatic marking of MCQs and generation of assessments and survey reports will continue to be done

Information management and communications	1. Parents are able to view school information and news, and sign back e-notices to school	Adopt a mobile app for school-parents communication. (3-yr subscription)	80% parents agree that the mobile app is convenient, user-friendly and effective	\$49,900.00	The mobile app will continue be utilized to notify parents of school information and news and to disseminate e-notices
	2. Better reliability and efficiency of the file servers to store, retrieve and transmitting data	Procurement of 2 servers as internal file servers	80% staff agree that the frequency of data transmission jams/failures be reduced	\$49,900.00	Continuous monitoring of the stability of the servers will be conducted
	3. Better reliability and larger storage capacity of the school intranet	Adopt a Cloud-based School Intranet system (2-yr subscription)	80% users agree that the system is more reliable and effective	\$55,000.00	Continuous monitoring of the reliability of the system will be conducted
Total:				\$249,700.00	

Signature of Supervisor : 

Name of Supervisor : Ms CHING Suk-ye, PEO(CD)2

Date : 26 October 2016