

**SKH Lam Kau Mow Secondary School (Shatin District)****Work Plan on the Use of Strengthening School Administration Management Grant**

We 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.

**Objectives:**

- (1) To enhance overall effectiveness in communication with parents by using the Parent App.
- (2) To enhance efficiency in tracking students' learning process with the Student Data System.
- (3) To create an alumni information resource bank to enhance network and career education.
- (4) To enhance school premises management and school security through the installation of CCTV.

<b>Area</b>	<b>Expected Results</b>	<b>Item</b>	<b>Evaluation Criteria</b>	<b>Budget</b>	<b>Sustainable Development Plan</b>
Information Management	-Parents can receive and reply to school circulars more promptly. -Teachers' administrative work in distributing circulars and collecting replies can be reduced. -Paper and printing cost can be saved.	-Use of the E-class Parent App for disseminating information to parents and collecting their responses.	-80% of class teachers agree that the use of Parent App can enhance the effectiveness in communication with parents and reduce their workload. -Positive feedback from PTA. -Paper and printing cost saved.	\$12,000 To subsidize part of the cost of using the apps for two years.	The school will continue to use the app. Parents will have to pay full fee starting from 2018 onwards if there is no longer government sponsorship.

Area	Expected Results	Item	Evaluation Criteria	Budget	Sustainable Development Plan
Teaching-related administrative work	<ul style="list-style-type: none"> <li>-Students' progress can be tracked more easily and timely for better remedial actions/ adjusting teaching strategies.</li> <li>-Teachers can be more aware of students' learning progress and can cater for learners' diversity more effectively.</li> </ul>	-Use of the Student Data System	<ul style="list-style-type: none"> <li>-80% of the teachers agree that the system can effectively help them to track students' progress.</li> <li>-70% of the teachers agree that they know better about students' strengths and weaknesses (in academic areas) through the use of the system.</li> </ul>	\$60,000 Cost of setting up the Student Data system	-Office staff will continue to input exam results into the system so that teachers can track students' progress over 6 years of secondary education.
Student Support-related administrative work	<ul style="list-style-type: none"> <li>-A more systematic and updated alumni resource bank for career education.</li> <li>-To reduce workload for staff who have to handle liaison work with alumni.</li> <li>-To foster the alumni's sense of belonging to their alma mater.</li> </ul>	-Use of information management system for alumni's data	<ul style="list-style-type: none"> <li>-The alumni resource bank has been set up.</li> <li>-Staff who need to liaise with alumni agree that the system can reduce related administrative work.</li> <li>-More alumni participated in school functions, especially those related with career education.</li> </ul>	\$40,000 Cost of the system	-The system will continue to be utilized to manage alumni information

Area	Expected Results	Item	Evaluation Criteria	Budget	Sustainable Development Plan
School premises management	-Installation of CCTV can enhance work on discipline, students' safety and school security.	Installation of CCTV at specific places of the school campus	<p>-The CCTV functions well to capture images on sites at specific places of the school campus.</p> <p>-80% of the teachers agree that the installation of CCTV can enhance work on discipline, students' safety and school security.</p>	<p>\$138,000</p> <p>Part of the cost for the CCTV and its installation fee.</p>	<p>Part of the cost for installation has to be covered by the school fund.</p> <p>The school will continue to maintain the system.</p>