Name of School: **SALEM-Immanuel Lutheran College**   (District:___**Tai Po**___)

Work Plan on the Use of Strengthening School Administration Management Grant (1617)

We SALEM-Immanuel Lutheran 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

<u>After reviewing the operation of the school, the measures below will be devised to enhance the overall effectiveness in student support / teaching-related administration work, especially in reducing the administrative workload of accessing / retrieving student and alumni information, financial management and support scheme for e-learning in schools.</u>

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Student support /teaching-related administrative work	‧ To enhance the administrative effectiveness and reduce administrative workload in documents routing and student and alumni information management through the use of electronic system	Procure an electronic document management system (DMS) of high security and efficiency with access rights granted as appropriate to store / retrieve student information systematically, as well as appropriate security management procedures laid down to protect data	‧ Student information can be digitalized and a framework with index system can be created to facilitate the managing, distributing, storing, and retrieving of student information; and related procedural guidelines can be established ‧ 75% of the staff using the electronic DMS opine that the system can enhance the efficiency of the administrative work of student information	$60,000 Electronic DMS $40,000 Outsourcing fee for digitalizing and recording the student information	‧ The electronic DMS will continue to be utilized to manage student / alumni information ‧ IT assistants of the school will continue to assist the enhancement and management of student / other information; they will also continue to adopt and update related guidelines
Student support /teaching-related administrative work	‧ To engage e-learning environment by facilitating the ability to store, access and distribute essential teaching and learning resources and interact with	Procure an customized Integrated School Portal System to enable teachers to be connected to their students and keep involved and actively participating in student's learning processes	‧ Teaching and learning resources can be digitalized and store in cloud drive and a framework with directory system can be created to facilitate the managing,	$50,000	‧ The school portal will continue to be utilized to support e-learning purposes ‧ TSS in the school will

			storing, retrieving and distributing digital resources ▪ 75% of the teaching staff opine that the portal system can enhance the efficiency of the teaching work		continue to assist the enhancement and management of the platform
	▪ To provide a customized interface to make in-school and remote homework easy to access and submit	students remotely.			
Information Management	▪ To establish a standardized school-based SLP platform for handling student assessment, awards and OLE records ▪ To shorten the processing time of data analysis and reduce human errors ▪ To achieve better data management and facilitate post-exam follow-ups ▪ To generate various reports for career planning project and JUPAS application	Develop an electronic platform of high security, efficiency and user friendliness with access rights granted as appropriate to store and retrieve student information systematically	▪ Student assessment data can be assessed and analyzed to facilitate follow-up elite or improvement programs for both high achieved students and under achievers ▪ Periodic reports showing the standard deviation of student academic results	$20,000	The system will be used to monitor students' performance from the data analysis results and work align with WebSams for obtaining necessary data
Financial Management	▪ To manages inventory items by various category types and allows inventory to be issued to a location, person or work order ▪ To track all inventory transactions ▪ To display detailed information of the lists of purchased items and generates detailed reports and graphs	Procure the e-Inventory System to streamline the process of requesting, ordering, tracking supplies and allocating purchased items to upcoming work requests	▪ Feedbacks from staff responsible for handling the school inventory ▪ Feedbacks in audit report on procurement matters	$80,000	The system will be used to support the procurement needs and work for effective asset management.

Facilities Management	▪ To allow one-step online booking of rooms, equipment and facilities ▪ To allow easy tracking of booking records and approval of booking of rooms and facilities in accordance with the established booking rules	Computerized Booking System	▪ Feedbacks from staff involved in handling the booking of rooms, facilities and equipments ▪ Feedbacks from staff in charge of the facilities and staff representatives ▪ Periodic reports showing the usage percentage of facilities and equipments	$30,000	The system will continue be used to support the booking needs of school facilities and equipment
Home-school Communication	▪ To enhance communications between teachers and parents ▪ To enhance efficiency of handling school notices to parents	▪ Develop school-based electronic messaging system to efficiently deliver school notices to parents and collect reply slips ▪ Employ part-time helper to handle the administrative work related to the system	▪ Notices can be effectively sent to parents to strengthen home-school communication and to create a green campus. ▪ 70% of the parents agree that the system enables them to access and reply the school notices efficiently	$20,000	The system will continue to be used to manage school notices and documentation to parents
School Promotion	▪ To develop an informative school web by which the school can communicate to parents, the local community and other users of school information. ▪ To ensure the information delivered is up-to-date	▪ Outsource to vendor to develop tailor-made school web site ▪ Purchase application software for web authoring and multimedia element editing	Feedbacks from parents, alumni and the local community	$20,000	The school web will continue to provide informative and up-to-date information of the school
			Total:	**$320,000**	

Signature of Supervisor   : _____

Name of Supervisor   : _____

Date   : _____