

Name of School: The Chinese Foundation Secondary School

(District: Eastern – Siu Sai Wan)

**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 student support administrative work, especially in reducing the administrative workload of evaluating students' performance in co-curricular Activities, and to streamline the workflow of organizing activities for students through establishing the new electronic system.

Area <sup>1</sup>	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Student Support Administrative Work	<ul style="list-style-type: none"><li>● To enhance the administrative effectiveness and reduce administrative workload by using a real-time attendance electronic system</li><li>● To enhance the effectiveness of venue booking via the electronic system</li><li>● To streamline the workflow of activities evaluation</li></ul>	<ul style="list-style-type: none"><li>● Develop an electronic system of high security and efficiency for different stakeholders to input and retrieve students' attendance records</li><li>● Develop an electronic system which facilitates activities enrollment and venues booking</li><li>● Develop an electronic system which allows different stakeholders to input data for evaluation</li></ul>	<ul style="list-style-type: none"><li>● Real-time attendance can be taken and monitored on the electronic platform</li><li>● Activities enrollment and venue booking can be done via the system</li><li>● Students' attendance record can be stored and retrieved through the electronic system</li><li>● 80% of staff opine that the electronic system can enhance the efficiency of the administrative work of organizing and evaluating the co-curricular activities</li></ul>	\$250,000 for the development of the electronic system	<ul style="list-style-type: none"><li>● The electronic system will continue to be utilized to facilitate the administrative work of organizing co-curricular activities</li></ul>

Signature of Supervisor : [signature withheld]

Name of Supervisor : Dr. WU Suk Ching Annie

Date : 28 October 2016

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