

Name of School: STFA Leung Kau Kui College (District: Tuen Mun)

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 information management and communication systems in the school.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Sustainable Development Plan
Information management and communication	To enhance internal communication in school and external communication with various stakeholders.	<ul style="list-style-type: none">To procure an electronic system for processing students' attendance records	<ul style="list-style-type: none">The time required for class teachers and school administration staff to take attendance and consolidate relevant information is reduced.The system facilitates the timely provision of attendance records for parents.	<ul style="list-style-type: none">The electronic system will continue to be utilized to manage students' attendance records

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

		<ul style="list-style-type: none"> ● To procure an electronic payment system 	<ul style="list-style-type: none"> ● The time for counting cash and making change by class teachers and school administration staff will be saved. ● Parents can add value to their accounts at convenience stores and check their previous payment records on the Internet. 	<ul style="list-style-type: none"> ● The electronic system will continue to be utilized to manage students' payment
		<ul style="list-style-type: none"> ● To procure a short message service/message management system for disseminating messages to teachers, parents and students 	<ul style="list-style-type: none"> ● Important messages, such as alerting of the special activities of the school and arrangements under inclement weather conditions, can reach the teachers, parents and students instantly. ● The system can even issue notices and collect reply slips from parents. Parents will also find it more convenient to handle school-related matters of their children through the system. 	<ul style="list-style-type: none"> ● The message management system will continue to be utilized for disseminating messages to teachers, parents and students
		<ul style="list-style-type: none"> ● To procure a telephone system in the school 	<ul style="list-style-type: none"> ● The existing telephone system is enhanced. ● The internal communication in school as well as the external communication with the public will be enhanced. 	<ul style="list-style-type: none"> ● The Telephone System will continue to be utilized for daily communication.

Budget

1	eClass Modules <ul style="list-style-type: none"> ● 3 years eClass on the Cloud ● ePayment ● Student eAttendance ● eLibrary Plus 	\$ 48,000 35,200 35,200 23,100	\$ 141,500
2	Hardware <ul style="list-style-type: none"> ● Computers x 5 ● Smartcard readers x 6 	\$ 30,000 12,000	\$ 42,000
3	Others <ul style="list-style-type: none"> ● Application of PPS school account ● Smartcards x 120 (@40) 	\$ 3,000 4,800	\$ 7,800
4	Telephone System	\$ 60,000	\$ 60,000
	Total		\$ 251,300

Name of Supervisor : Miss LO Kit Yee Katherine

Date : 9 November 2016