

Name of School: Hong Kong Chinese Women's Club College (District: HKE)

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 communication, mechanism and workflow in school administration, and to support the administrative work related to learning and teaching.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Information Management and Communication	To enhance the connection between classrooms, special rooms and administration staff.	To install communication devices in classrooms and special rooms so that announcement and immediate conversation between teachers and administration staff can be conducted. Hence prompt supports could be provided to teachers and students.	Devices were installed and used by teachers and administration staff. Efficient communication channel was provided.	\$130,000	The devices will continue to be used and enhanced, if necessary.
Supporting the Administrative Work related to Teaching	To reduce workload of teachers in marking M.C. questions and provide useful analysis to facilitate learning and teaching.	To procure an electronic system (both hardware and software) to mark M.C. questions and handle survey questionnaires.	M.C. answers and survey questionnaires were handled by the system. Results were easily inputted and analyzed. Teachers' and administration staff's works were reduced.	\$30,000	The system will continue to be used and usage in other area will be explored.

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

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Mechanism and Workflow Re-organisation, and School Premises Management	To enhance the students record system and reservation system.	To procure an electronic system to keep records such as students' attendance, performance, application of ECA, detention, etc.; and to manage the reservation of venues, teaching equipment and participants, to reduce administrative works of teachers and staff.	Students records could be easily accessed and analysis could be done by the system. Reservations of venues, etc. could be done smoothly.	\$60,000	The system will continue to be used and upgraded whenever appropriate.
Financial Management	To enhance the school asset management.	To introduce an electronic asset management system to manage school assets and keep inventory records.	Inventory records can be managed by the system. Clear records were kept and easily be accessed.	\$30,000	The system will continue to be used.

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