

Revised  
27 Oct 2016

EDBCM21/2016  
Annex I

Name of School: Cheung Chuk Shan College

(District: HKE)

**Work Plan on the Use of Strengthening School Administration Management Grant (2016 – 2017)**

(To be uploaded on the school's homepage before end-October 2016)

We (Cheung Chuk Shan 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**

After reviewing the operation of the school, the measures below will be devised to enhance communication with parents, ensure reliability of administrative tools used, improve security for important school property and procure additional feedback to teaching.

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Information management and communications	Better communication with parents and saving manpower for handling reply slips	Subscribing to a parent app for 3 school years	<ul style="list-style-type: none"> <li>◆ Reduced number of reply slips to be collected</li> <li>◆ 80% of parents responding to the survey administered finding the app helps to keep them better connected with the School</li> </ul>	\$48,600	The service to be kept after the SAM Grant is used up by either the fund of the School or fee collected from parents

Administrative procedure and framework / mechanism	Better reliability of the existing electronic system for taking attendance	Upgrading the electronic system for taking attendance	<ul style="list-style-type: none"> <li>♦ The system free from major repair work</li> </ul>	\$10,000	The system expected to be used for a number of years
Administrative procedure and framework / mechanism	Continued saving of manpower for checking the temperature of students returning to school	Replacement of the old thermal imaging system which had broken down beyond repair	<ul style="list-style-type: none"> <li>♦ The system providing reliable service</li> </ul>	\$22,000	The system expected to be used for a number of years
School premises management	Reliable operation of the existing door access system and installation of the system in the Server Room	Upgrading the door access system and including the Server Room in it	<ul style="list-style-type: none"> <li>♦ The system free from major repair work</li> <li>♦ The Server Room secured against intrusion</li> </ul>	\$51,400	The system expected to be used for a number of years
Teaching-related administrative work	Information for adjusting the S6 grading system for subjects as well as better picture of the academic performance of individual students / classes for the reference of teachers	Subscribing to a student data analysis system	<ul style="list-style-type: none"> <li>♦ The S6 grading system for subjects adjusted if necessary</li> <li>♦ 80% of teachers responding to the survey administered agreeing that the information provides useful feedback to their teaching</li> </ul>	\$64,000	The system expected to be used for a number of years and the data available can offer useful information for the long-term planning of the policy of teaching and learning of the School
Teaching-related administrative work	Better reliability of the software helping to mark multiple-choice	Purchasing a new piece of software helping to mark multiple-choice	<ul style="list-style-type: none"> <li>♦ Software item purchased found to be more efficient and effective</li> </ul>	\$30,000	The software item expected to be used for a number of years

	questions of tests and examinations	papers	than the one used before in marking multiple-choice papers		
			Total:	\$226,000	

*The surplus of the grant received would also be spent in the school year 2017 – 18.*

Signature of Supervisor : 陳錦堂

Name of Supervisor : Mr. Chan Kam Toi

Date : 27 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.