

Name of School: Cheung Chuk Shan College

(District: HKE)

Work Plan on the Use of Strengthening School Administration Management Grant (2017 – 2018)

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 reduce administrative workload as well as improve efficiency in handling administrative work related to teaching and student development.

Area'	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Administrative procedure and framework / mechanism	Greater accuracy of the clocks in classrooms and special rooms	Installing radio data system clocks in the venues concerned	♦ The clocks showing accurate time in general and frequent manual adjustments of time on those clocks becoming unnecessary	\$20,500	The clocks expected to be used for a number of years

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Administrative procedure and framework / mechanism	Efficiency in handling administrative work related to teaching and student development improved	Purchasing 3 notebook computers to replace the obsolete ones used currently by the Teaching Assistants	♦ The Teaching Assistants finding the notebook computers procured enhancing their working efficiency	\$13,900	The notebook computers expected to be used for a number of years
Total:				\$34,400	

Signature of Supervisor : 

Name of Supervisor : Mr. Chan Kam Toi

Date : 30 October 2017

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