

Name of School: De La Salle Secondary School, N.T. (District: North)

Work Plan on the Use of Strengthening School Administration Management Grant

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 administrative procedure and framework, communication with parents, improve security of important venues and procure additional feedback to teaching.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Non-teaching administrative procedure and framework / mechanism	Better communication with parents and saving manpower for handling reply slips	Subscribing a parent app with related services	<ul style="list-style-type: none"> ♦ Reduced number of reply slips to be collected ♦ Majority of the parents responding to the survey administered finding the app helps to keep them better connected with the School 	\$90,000	The service to be kept after the SAM Grant is used up by either the fund of the School or fee collected from parents
	Enhancement of the administrative effectiveness and reduction of administrative workload in students' fee collection and	Adopting the PPS or similar payment system with compatible electronic financial management system for automatic accounting work in	<ul style="list-style-type: none"> ♦ Most students' fee payment are paid electronically and handled by automatic accounting system ♦ 80% of Class Teachers opine that they have much reduced work in collecting, handle and chasing student cheque payment 		The service to be kept after the SAM Grant is used up by either the fund of the School or fee collected from parents

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

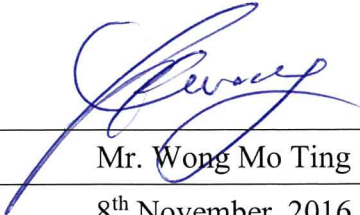
	financial reporting through the use of electronic payment and management system	handling students' fee collection			
	Better reliability and location of the existing electronic system for taking attendance	Relocating the existing system from the main gate to the entrance of Block B and installing of monitors for better management and maintenance	<ul style="list-style-type: none"> ♦ The new system allowing operation under different weather conditions ♦ Prefects and teachers-on-duty feeling that the new location and system allow a better working environment for them 		The system to be used for many years
Non-teaching administrative procedure and framework / mechanism	<ul style="list-style-type: none"> ♦ More effective vigilance measure in spotting students with a fever coming to school during the outbreak of fever-related infectious diseases ♦ Saving manpower in measuring/checking students' body temperature 	Installing a system of thermal imaging cameras at the entrance of Block B to check the body temperature of students when they come to school in the morning during vigilance periods announced by EDB	<ul style="list-style-type: none"> ♦ Less time and less manpower deployed for checking of students' body temperature 	\$50,000	The system to be used for many years
Teaching-related work	<ul style="list-style-type: none"> ♦ Collection of assessment data to provide focused feedback to students and improvement of teaching ♦ Reduction of workload to teachers in marking M.C. questions 	Purchasing a system for marking multiple-choice papers and survey responses	<ul style="list-style-type: none"> ♦ Most teachers agreeing that they spend less time on marking M.C. papers ♦ Most teachers developing a practice to analyze the common mistakes of students in M.C. papers for provision of effective feedback to students and improvement of their teaching 	\$30,000	The system to be used for many years

	♦ Reduction of manpower in analyzing the responses to school surveys		♦ Most teachers who need to carry out surveys agreeing that they can spend less time on completion of the work		
School premises management	Better security system in protecting important and valuable items in several selected rooms without increased workload to the janitors	Installing electronic door access system	♦ Most teachers and office staff feeling that the security of the selected rooms is increased without sacrificing the convenience of their access especially during non-school days	\$60,000	The system to be used for many years
Information management and communication	Enhancing the dissemination of school information to students	Installing TV sets in public areas like the tuck-shop and connecting the system to the current Campus CCTV system for broadcasting of school news	♦ Most students feeling that they have more ideas on what is going on in the school ♦ Most teachers feeling that they have a more effective channel to spread out their messages to the students	\$20,000	The system to be used for many years

Signature of Supervisor :

Name of Supervisor :

Date :



 Mr. Wong Mo Ting

 8th November, 2016
