

Name of School: **SAHK Ko Fook Iu Memorial School** (District: **Shatin**)

Work Plan on the Use of Strengthening School Administration Management Grant

We, SAHK Ko Fook Iu Memorial 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 school administration efficiency.

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Income (1)	Budget (2)	Sustainable Development Plan
Strengthening School Administration Management Grant				HK\$250,000.00		
Financial Management: Management of School Assets	To replace the old system by introducing an electronic asset management system to which the school may input data such as name of rooms and type of assets, and import data of school equipment and teaching resources by category with the use of barcodes and scanners. The system also allows submitting/attaching records to indicate the date of purchase, source of fund, invoice number, warranty period and write-off date, etc.	An electronic asset management system	Facilitating stocktaking and improving the management and utilization of school resources.		HK\$48,800.00	
School Premises Management: Entrance Security	To introduce an electronic entrance security system for efficient management of access to school to enhance security.	An electronic entrance security system	The receptionist or janitors can be spared at the school entrance; they may be flexibly deployed to perform additional duties at the school general office so that better support will be provided for senior teachers.		HK\$31,700.00	
School Premises Management: Burglar Alarm System	To renew the existing Burglar Alarm System for solving the frequent false alarm situation in the past year.	A Burglar Alarm System	The situation of principal, senior teachers and janitors need to deal with the false alarm matters at mid-night will be reduced so that their working time and tasks will be got back on track.		HK\$6,370.00	
Information Management and Communication: Internal Dissemination of Messages	To repair the existing communication system to strengthen the connection between special rooms and the school general office, so that staff can report special matters to the school general office directly through the system. This saves communication time so that manpower can be deployed to give support as soon as possible.	Intercom System	More efficient internal communication between staff.		HK\$6,550.00	

Information Management and Communication: Home-school Communication	To purchase smartphone app for parents to view school information / announcement / event related to their children and message notification pushed to parent's smartphone	eClass App for Parents (3 Years)	Parents will find it more convenient to handle school-related matters of their children through the system.		HK\$8,100.00	
Information Management and Communication: School Communication	To purchase smartphone app for teacher to view announcements / events / school information, keep track of the signed eNotices and input homework and update submission status	eClass App for Teachers (3 Years)	Teachers will find it more convenient to handle school-related matters through the system.		HK\$7,500.00	
Information Management and Communication: Display of Messages in Schools	To install an electronic notice board / display so that students and parents can be instantly aware of the school's most up-to-date news and information, latest videos and activity highlights, etc.	An electronic notice board / display	To reduce the number of enquiries from parents by enhancing and standardizing the dissemination of school information and to serve as a medium for recognizing students' achievements / displaying students' work.		HK\$61,104.00	
Administrative Structure / Mechanism and Workflow Re-organization	To procure high-speed scanners to release storage capacity of school premises by digitalizing schools' paper documents and storing them on the server systematically for proper retention and easy retrieval.	High-speed scanners	Systemic filing of digitalized schools' paper documents.		HK\$14,976.00	
Supporting the Administrative Work Related to Student / Teaching: Consolidating the Performance Results of Students (Non-academic)	To procure a book management system for consolidating students' reading records.	eLibrary Plus	Enables teachers of various subjects to keep track of the reading history of students for taking forward reading award schemes and relevant work.		HK\$23,100.00	
Supporting the Administrative Work Related to Student / Teaching: Records of Students Health Status	To procure an electronic system for recording students' health and caring matters.	Medical Caring System: Student Log	Detail record of students' caring matters in school and easy retrieval of the record.		HK\$41,800.00	
				HK\$250,000.00	HK\$250,000.00	

* If necessary, any deficit will be absorbed by the CITG under EOEBG

Balance (1)-(2)*	HK\$0.00
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Name of Supervisor : Mr. TSOI Hak Chiu

Date : 19th October, 2016