

Name of School: Rosaryhill School (District: Wan Chai)

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 overall effectiveness in teaching-related administrative work, especially in reducing the administrative workload of accessing student information, and to streamline the workflow of student information management and student support through establishing relevant guidelines.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Student related administrative work	To enhance the administrative effectiveness and reduce administrative workload in documents routing and student information management through the use of Google Drive and related modules, e.g. Google doc. Macro and	Employ an Administrative Assistant to handle the student administrative work by setting up different Google docs, forms, Excel worksheet with various formula or macro and establish procedural guidelines.	Data or information of students can be generated or collected by using Excel, Google Drive and its related modules, e.g. Google forms. Related procedural guidelines will also be established.	\$170,000 Salary for Administrative Assistant for 12 months (MPF included)	The whole Google system and other related tools will be utilized continuously to manage student information. Other support staff in the school will continue to assist the enhancement and management of student information; and also adopt and update related guidelines.

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

	worksheet with various formula will also be tailor-made for generating different kinds of student related reports and data.				
Student related administrative work	To improve the quality of the student smart cards in order to minimize the workload for handling the damaged cards	To procure a new high quality smart card printer with a batch of new pre-printed smart cards.	The quality of the student smart cards will be improved and the number of malfunctioning cases will be reduced.	\$20000 Expenditure for purchasing the card printer and toner.	The card printer will continue to serve the students by providing good quality student smart cards.
Student related administrative work	To improve the efficiency of handling the student related administrative work, e.g. student attendance	To procure 4 new computers in the secondary office	The performance and reliability of the computer systems will be enhanced and so the efficiency of handling the student related administrative work can be improved.	\$20000 Expenditure for purchasing the computers.	The new computers will continue to serve the office.
Student related administrative work	To improve the reliability of the student attendance system.	To procure 3 smart card readers and 3 computers for the kiosks	The performance and reliability of the student attendance systems will be enhanced.	\$9000 Expenditure for purchasing the smart card readers \$12000 Expenditure for purchasing the computers for the kiosks.	The new smart card readers and computer for kiosks will continue to serve the students.

Signature of Supervisor :

Name of Supervisor :

Date :

Father Vicente SANCHEZ RODRIGUEZ

14-10-2016