

Name of School: SKH Lam Woo Memorial Secondary School (District: Kwai Tsing)

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 administrative efficiency of the school and create more room for teaching and learning

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan	Year
Academic administration	Enhance efficiency in data processing and reduce teachers' workload	Friendly Portal System(Homework record and venue booking system)	-Teachers' feedback on the efficiency -Shortened working time of staff	\$40,000	Further streamline of work and reduction of administrative work of teachers	16/17
Academic administration	Reduce teachers' workload	Exam invigilation software	Ditto	\$5,000	Ditto	16/17
School administration	Enhance efficiency in uploading information in School Website	Maintenance and updating of school website	- Teachers', parents' and students feedback	\$33,000	Ditto	17/18
School administration	Enhance ECA Administration efficiency	ECA Notice system	- Tutors and students' feedback	\$36,000	Ditto	17/18
Information Management and communication	Enhance management and communication efficiency	Purchase of ipad	- staff feedback	\$131,000	Ditto	17/18

Signature of Supervisor : _____

Name of Supervisor : _____

Date : _____
