

Name of School: Tseung Kwan O Government Secondary School (District: Sai Kung)

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 administration efficiency of our school and relieve our teachers' administrative workload in the areas of reading students' body temperature, maintaining communication with stakeholders, handling data about students and maintaining audio-visual equipment.

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget (HK\$)#	Sustainable Development Plan
Administrative procedure	To enhance efficiency of reading students' body temperature everyday morning	Procurement & Installation of a body temperature screening system	Time for reading each student's body temperature reduced	49,000	To be replaced with school resources under the vote of Other Education Purposes (OEP) when the system is obsolete
Information management & communications	To facilitate communication between the school and parents	eClass Parent App (integrated with eClass platform) (2 years)	Time for parents receiving messages and giving responses reduced	34,200	To be paid by parents starting from the school year 2018-2019 in case the App meets the evaluation criteria and is re-procured
Information management & communications	To enhance communication among teachers and between school management and teachers	eClass Teacher App (integrated with eClass platform) (2 years)	Time for teachers receiving messages and giving responses reduced	10,000	To be paid by school resources under the vote of OEP in case the App meets the evaluation criteria and is re-procured
Information management &	To enhance efficiency of updating and retrieving	eDiscipline module (integrated with eClass	Time for teachers	31,955	To be paid by school resources under the

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget (HK\$)#	Sustainable Development Plan
communications	data related to students' discipline record	platform) (one-off)	updating & retrieving data reduced		vote of OEP in case the App meets the evaluation criteria and is re-procured
Information management & communications	To enhance the efficiency of storing, retrieving and transmitting data	Procurement of 3 servers	Frequency of data transmission jams/failures reduced	30,000	To be replaced with school resources under the vote of OEP or Composite IT Grant when the servers become obsolete
Information management & communications	To keep school members well informed of the latest news and activities in an efficient way	Procurement & installation of a 60" HD TV at school entrance	School members becoming more informed of the latest news	12,000	To be replaced with school resources under the vote of OEP when the television set fails to work after repairs
Information management & communications	To reduce manpower spent on maintaining the audio-visual equipment	Procurement & installation of 3 projectors in Hall	Amount of noise in broadcast reduced	60,000	To be replaced with school resources under the vote of OEP when the projectors fail to broadcast quality images after repairs
Information management & communications	To reduce manpower spent on maintaining the audio-visual equipment	Procurement of wireless microphone systems (4 in Hall & 2 in Conference Room)	Less manpower used on maintaining the equipment	25,000	To be replaced with school resources under the vote of OEP when the microphone systems fail to broadcast quality sounds after repairs
Information management & communications	To reduce manpower spent on maintaining the audio-visual equipment	Procurement of gooseneck microphones (2 in Hall)	Less manpower used on maintaining the equipment	7,000	To be replaced with school resources under the vote of OEP when the microphones fail to broadcast quality sounds after repairs

The expenses in excess of the SAM Grant will be topped up by the school resources under the vote of OEP.

Signature of Supervisor :

Name of Supervisor :

Date :

Mr NG Ka-shing, Joe

13-9-2016