

**Madam Lau Kam Lung Secondary School of Miu Fat Buddhist Monastery (Tuen Mun)**  
**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 of school daily administration. As a result, teachers' administrative workload will be reduced and they will have more time for teaching work.

Area <sup>1</sup>	Expected Results	Item	Evaluation Criteria (Indicator)	* Budget	Sustainable Development Plan
Student support / teaching-related administrative work	The reservation of school facilities will be more efficient and the workload to maintain the system is reduced with support provided by professional IT company.	Replace the self-developed reservation system for school facilities with a system provided by IT company.	More than 90% of the staff agree that the new system is more efficient. The time for the IT Committee to maintain the existing system is reduced by more than 50%.	\$25,000 for buying of the IT system.	Teacher i/c of school facilities and IT Committee will learn how to use the system. The system will continue to use and upgrade with support provided professional IT company.
Financial management	The management of asset records will be more efficient and the workload to maintain the system is reduced with support provided by professional IT company.	Replace the self-developed inventory system with a system provided by IC company.	More than 90% of the staff agree that the new system is more efficient. The time for the IT Committee to maintain the existing system is reduced by more than 50%.	\$30,000 for buying of the IT system and conversion of existing database to the new one.	Teacher i/c of inventory records and IT Committee will learn how to use the system. The system will continue to use and upgrade with support provided professional IT company.

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

Student support	The management of CCA records will be more efficient and the workload to maintain the system is reduced with support provided by professional IT company.	Replace the self-developed CCA management system (including SLP records) with a customized system developed by service provider.	More than 90% of the staff agree that the new system is more efficient. The time for the IT Committee to maintain the existing system is reduced by more than 50%.	\$60,000 outsourcing fee for development of the system and data conversion from the old system to the new one.	Teacher i/c of CCA records and IT Committee will learn how to use the system. The system will continue to use and upgrade with support provided professional IT company.
Teaching-related administrative work	The marking and statistics of multiple choice test and examination papers and questionnaires will be more efficient and accurate.	Buy an OMR marking system with image scanner.	More than 90% of the staff agree that the system is more efficient and accurate.	\$30,000 for buying of the IT system and an image scanner with sheet feeder.	Teacher i/c of assessments and IT Committee will learn how to use the system. The system will continue to use and upgrade with support provided professional IT company.
Financial management	The collection of payment from students will more efficient and accurate. The risk of money loss will be reduced.	Buy an ePayment system from IT company to collect payment from students.	More than 90% of the staff agree that the system is more efficient and accurate. The number of money loss cases is reduced to zero.	\$32,000 for buying of the IT system	Teacher i/c of trading operations and IT Committee will learn how to use the system. The system will continue to use and upgrade with support provided professional IT company.

Signature of Supervisor : \_\_\_\_\_

Name of Supervisor : \_\_\_\_\_

Date : \_\_\_\_\_