

Name of School: CCC Heep Woh College (District: Wong Tai Sin)

Work Plan on the Use of Strengthening School Administration Management Grant

(To be updated on the school's homepage after IMC Meeting)

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 has been drawn up after consultation with the teachers:

Objective

After reviewing the operation of the school, the measures below will be implemented to enhance the overall effectiveness of school administration.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Student Support	Those students who have high risk of behavioural problem can be identified.	Installing CCTV systems to enhance surveillance of students	The system is successfully installed and functioning. 60% of teachers agree that they are satisfied with the functionality of the system.	\$80,000	Additional function and service will be further explored.
Student Support	Those students who have high body temperature can be identified.	Installing Body Temperature Monitoring System at school entrance to monitor students' body temperature	The system is successfully installed and functioning. 60% of teachers agree that they are satisfied with the functionality of the system.	\$45,000	Additional function and service will be further explored.
Administrative work	Teachers are ready to use apps.	Buying Teacher App Services to enhance teachers' efficiency in administrative work	60% of teachers agree that they are satisfied with the App service.	\$4,000	Additional function and service will be further explored.
Information Management and Communication	Staff can search students' information with ease.	Designing a school based programme for storing and searching students' information, including academic and non-academic performance	60% of teachers agree that they are satisfied with the functionality of the platform for searching students' information.	\$ 50,000	Further advanced searching functions will be developed.

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

Information Management	All former students' information have been scanned.	Scanning all former students' information to pdf to enhance storage and retrieval	The scanning job can be finished in 2017-18.	\$ 20,000	All students' information will be stored in pdf and retrieved with convenience and security.
			Total	\$200,000	

Signature of Supervisor : _____

Name of Supervisor : Prof. Shum Kwok Yan Daisy

Date : 28th October, 2016