

Name of School: St. Louis School (District: C&W)

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 student support / teaching-related administrative work, especially in reducing the administrative workload of accessing / retrieving student information, and to enhance the effectiveness of learning and teaching.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
student support / teaching-related administrative work	<ul style="list-style-type: none"> Through the use of student data analysis system, the school can track students' previous academic performance results in individual subjects to gain 	To procure a student data analysis system for consolidating the academic performance results of students over the years to gain a comprehensive understanding of students' learning. This will assist the school in taking follow-up actions and communicating with parents. The system should be able to	Results of in-school examinations and public examinations can be consolidated and analysis.	\$80,000	The student data analysis system will continue to be utilized to consolidate students' academic results.

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

	<p>a comprehensive understanding of students' learning.</p> <ul style="list-style-type: none"> • The analysis of data helps improve the effectiveness of learning and teaching. 	<p>generate an overall student performance profile by subject, class or group for assessment purpose to provide feedback for teaching.</p>			
<p>student support / teaching-related administrative work</p>	<p>Through the use of electronic system,</p> <ul style="list-style-type: none"> • to enhance the administrative effectiveness to search for the current data involving alumni and current students. • to reduce administrative workload in documents routing student information 	<p>Deploy and develop an electronic system of high security efficiency and eco-friendliness with access rights granted as appropriate to store/retrieve student information systematically</p>	<ul style="list-style-type: none"> • Student information can be digitalized and framework with index system can be created to facilitate the managing, distributing, storing and retrieving of student information; and related procedural guidelines can be established. • More than half of the related administrative staff opine that the system can enhance the efficiency of the administrative work of student information. 	<p>\$100,000-\$120,000</p> <ul style="list-style-type: none"> • develop the electronic system • deploy the system onto the server • hardware of one server and necessary operating system and software as the platform for the system. • Training to technical staff how to migrate the existing 	<ul style="list-style-type: none"> • The electronic-system will continue to be utilized to manage student/alumni information • Other support staff in the school will continue to assist the enhancement and management of student/other information • The related guidelines will be adopted and updated.

				scattered data onto the system and the future data migration <ul style="list-style-type: none"> • Training to related administrative staff to use the system to obtain information 	
school premises management	<ul style="list-style-type: none"> • Through the use of an automatic infrared thermometer system, the school can monitor students' temperature instantly. • Such a system enables the school to step up epidemic prevention work and minimize the manpower for checking students' temperature 	To set up an automatic infrared thermometer system at the school entrances for instant monitoring of students' temperature.	Students with fever can be recognized by the system.	\$94,400	The automatic infrared thermometer system will continue to be utilized to monitor students' temperature.

	reading.				
information management and communications	<ul style="list-style-type: none"> Through the use of the mobile app, parents can check their children's attendance records, payment history and other student-related matters in a convenient way. Teachers can report students' attendance/absence directly through the app. 	To procure a mobile app for parents and teachers to handle student-related matters such as attendance, ePayment, eNotice, etc.	<ul style="list-style-type: none"> Teachers and staff can input data to the system through the app. This saves time so that manpower can be deployed to give support. Parents can find it more convenient to handle school-related matters of their children through the app. 	\$46,000	The mobile app will continue to be utilized to convenient parents and teachers.

Signature of Supervisor : _____
Name of Supervisor : Fr. Chan Hung Kee Matthew
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