

Name of School: St. Margaret's Co-educational English Secondary and Primary School (Secondary & Primary Sections) (District: Shum Shui Po)

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 whole school including Primary and Secondary Sections, the measures below will be devised to enhance the overall performance in the following areas.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Administrative procedure and framework/ Mechanism and Workflow Re-organization	Streamline the procedures of current workflow by using electronic platforms in the areas of application of leave, & lesson observation;	Tablets for School Management Team Members & Panel Heads to record and comment teachers' lessons and teachers to apply for leave. The data collected will be analyzed in different electronic platforms.	Over 60% of stakeholders agree the benefits of streamlining the procedures of current workflow of lesson observation and application of leave.	180,000	The platforms built can be modified by our teachers for sustainability.
		Centralized Server with backup device for building up virtual machines to develop and run different electronic platforms.		170,000	

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 and Communication	Enhance the communication among stakeholders	Subscribe an online platform and build up school apps to deliver and collect information from parents and students.	Over 60% of stakeholders agree the communication can be enhanced.	30,000	The budget is for 2 years and the school fund will be used after 2 years.
		Setup a signage system to disseminate important messages to teachers and students within the public locations of the school through large displays.		60,000	The information can be continually delivered through the signage sytem.
Supporting the Administrative Work Relatd to Students/Teaching	Manage students' and school mobile devices efficiently so that teachers can assign specific tasks in students' devices for learning & teaching;	Subscribe an online platform to manage students' and school mobile devices.	Over 60% of stakeholders agree the benefits of using the online platform to manage students' device with ease for proceeding classroom activities.	60,000	The budget is for 2 years and the school fund will be used after 2 years.

Remark: 60% is set because stakeholders need to adapt to the new changes. In the long run, the percentage can be set higher.