

Name of School: Pope Paul VI College (District: Kwai Tsing)

### 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 information management and administrative procedure.

Area <sup>1</sup>	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Information management and communication	To enhance the administrative effectiveness and reduce administrative workload in documents routing and student information management through the use of electronic system	- Develop an electronic system of high security and efficiency with access rights granted as appropriate to store/retrieve student information systematically	- Student information can be digitalized and a framework with index system can be created to facilitate the managing, recording and retrieving of student information; and related procedural guidelines can be established  - 70% of the working staff agree that the electronic system can enhance the efficiency of the administrative work of student information	- \$70,000 Procurement for the electronic system which can digitalize, record, index and retrieve student / alumni information efficiently	- 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; they will also continue to adopt and update related guidelines

<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.

<p>Information management and communication</p>	<p>To enhance the administrative effectiveness and reduce administrative workload in lesson substitution / rearrangement</p>	<ul style="list-style-type: none"> <li>- Develop an electronic system to assign and rearrange lesson substitution. Teachers can also view the updated lesson rearrangement electronically</li> </ul>	<ul style="list-style-type: none"> <li>- The lesson substitution system can be created to facilitate the management of daily lesson arrangement; and related procedural guidelines can be established</li> <li>- 70% of the users agree that the electronic system can relieve workload in assigning and rearranging lesson substitution</li> </ul>	<ul style="list-style-type: none"> <li>- \$70,000 Procurement for an electronic lesson substitution system</li> </ul>	<ul style="list-style-type: none"> <li>- The electronic system will continue to be used in utilizing lesson substitution / rearrangement for a number of years</li> </ul>
<p>Teaching-related administrative work</p>	<p>To enhance teachers' effectiveness in analyzing students' academic performance</p>	<ul style="list-style-type: none"> <li>- Develop an electronic system of high efficiency to analyze and store students' academic performance data. It helps to plan for the student support and teaching strategies</li> <li>- Additional function including the comparison of and correlation between HKDSE results and internal assessment results</li> </ul>	<ul style="list-style-type: none"> <li>- The electronic system can directly convert students' data from webSAMS system without extra administrative workload and all teachers can access the analyzed data which can be interpreted easily</li> <li>- 70% of the teachers agree that the electronic system can help teachers effectively analyze students' academic performance</li> </ul>	<ul style="list-style-type: none"> <li>- \$50,000 Procurement for an electronic students' academic data analysis system</li> </ul>	<ul style="list-style-type: none"> <li>- The data available in the first two years can be used to formulate long-term school policies to enhance learning and teaching</li> </ul>

Student support administrative work	To reduce the D.C. teachers' administrative workload and enhance operational reliability in managing and consolidating students' disciplinary data and after-school detention class arrangement	<ul style="list-style-type: none"> <li>- Develop an electronic system with different levels of access right granted to record and manage students' disciplinary data and after-school detention class arrangement</li> </ul>	<ul style="list-style-type: none"> <li>- The electronic system can reduce human resources and procedures required in managing disciplinary data and after-school detention class arrangement</li> <li>- 70% of the D.C. teachers agree that the electronic system can reduce the administrative workload in managing students' disciplinary data and after-school detention class arrangement</li> </ul>	<ul style="list-style-type: none"> <li>- \$50,000 Procurement for an electronic students' disciplinary data management system</li> </ul>	<ul style="list-style-type: none"> <li>- The electronic system will be extended to manage merit data after the evaluation of the first year's arrangement</li> </ul>
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Signature of Supervisor :



Name of Supervisor :

Sr. Luigia Mindassi

Date :

24/10/2016