

Name of School: Heep Yunn School

(District: Kowloon City)

Work Plan on the Use of Strengthening School Administration Management Grant

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 and efficiency of School administration and teaching and learning.

	Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
1.	Administrative procedure and framework/mechanism	<ol style="list-style-type: none">Administrative workload of staff relievedCommunication with parents enhanced	eClass Parent App and Teacher App	<ul style="list-style-type: none">Whether the administrative work of staff will be reduced (assessed by focus group interview)2. Whether	\$48,000 (3 years)	The school may issue e-notice in future with the aid of the Apps.

				communication with parents become more efficient (assessed by focus group interview)		
2.	Administrative procedure and framework/mechanism	- Security of electronic data improved by backing up the data daily.	eClass on the Cloud (Premier)	- Whether the electronic data can be backed up effectively daily	\$23,382 (1 year)	- The school may back up more items of the school server in the long run.
3.	Student support/teaching-related administrative work	- Correlation between public examination results and internal assessment results being identified to enhance teaching and learning	Student Data Analysis System with DSE & PRE-S1 analysis functions for secondary school	- Whether the correlation between public examination results and internal assessment results are accurately calculated for evaluation of	\$49,500	- The school may make comparison of students' data across the years.

				teaching and learning		
4.	Administrative procedure and framework/ mechanism	- Old excel system for teacher substitution and lesson re-arrangement being replaced to enhance administrative efficiency	Substitute and Lesson Re-arrangement System (SLRS)	- Whether the new teacher substitution and lesson re-arrangement system is more efficient than the old one.	\$45,000	- The substitute and Lesson Re-arrangement system will be used sustainably if efficient.
5.	Student support / teaching-related administrative work	- Self-evaluation by teachers and assessment by management being supported	Online appraisal forms to evaluate appraisee's performance* <i>(To be implemented in March, 2017)</i>	- Whether self-evaluation by teachers and assessment by management is facilitated.	\$80,000	- The school may perform electronic evaluation and assessment in the long run.