

Name of School: HKFYG Lee Shau Kee College (District: Yuen Long)

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 i) enhance the overall effectiveness in financial management through ePayment system; ii) provide student support / teaching-related administrative work by setting up an eDiscipline system to record students' conduct marks and purchasing a timetabling software to schedule lessons; and iii) enhance school premises management by upgrading the CCTV system.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Financial management	<ul style="list-style-type: none"> To ease the workload of the general office staff and teachers on handling fee collection To make payment easier for parents and students 	<ul style="list-style-type: none"> Upgrading ePayment system in eClass for collection of school fee, extra-circular activities fee and other chargeable items E-point-of-sales (ePOS) system for selling of school items, such as exercise books 	<ul style="list-style-type: none"> 90% fee collection can be handled electronically 90% school items can be sold through ePOS 80% of the staff opine that the electronic system can enhance the efficiency of fee collection 	\$100,000	<ul style="list-style-type: none"> The ePayment system and ePOS system will continue to be utilized to collect fee and school item sales The account clerk will continue to use the system in conjunction with the existing accounting system
Student support / teaching-related administrative work	<ul style="list-style-type: none"> To enhance effectiveness in recording students' conduct marks through the use of an electronic system 	<ul style="list-style-type: none"> Upgrading eDiscipline system in eClass for recording student conduct marks 	<ul style="list-style-type: none"> 80% of the staff opine that the electronic system can enhance effectiveness in recording student conduct marks 	\$70,000	<ul style="list-style-type: none"> The eDiscipline system will continue to be used to record student conduct mark

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

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
	<ul style="list-style-type: none"> To reduce administrative work in scheduling lessons by making use of a timetabling software 	<ul style="list-style-type: none"> Software for planning lesson timetabling 	<ul style="list-style-type: none"> 80% of the teachers opine that the software can help to reduce workload in lesson timetabling 		<ul style="list-style-type: none"> Teachers will fully utilize the system by connecting it to the eClass Parents App for better communication with parents Teachers will continue to fully utilize the timetable software
School premises management	<ul style="list-style-type: none"> To strengthen the school security by upgrading the CCTV system 	<ul style="list-style-type: none"> Replacing the analog CCTV system by a digital system 	<ul style="list-style-type: none"> Capable of surveilling school campus by remote devices 80% of the staff opine that the digital CCTV system can help strengthen school security 	\$80,000	<ul style="list-style-type: none"> The digital CCTV system will continue to be utilized for strengthening school security