

Name of School: Lam Tai Fai College (District: Sha Tin)

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 school-based electronic system, especially in minimizing the procedures of marks inputting and report card generation and migrate from WebSAMS, to enhance the Student Learning Profile (SLP) inputting and Portfolio generation and migrate from eClass, and to enhance the Discipline Unit (DU) record input system in order to handle discipline records more effectively.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Student support / teaching-related administrative work	To enhance the administrative effectiveness and reduce administrative workload in documents routing and student information management through the use of updated school-based electronic system.	Employ a 1-year technical support staff (from 1/10/2016-30/9/2017) to handle some administrative jobs for our current IT Officer (Media Education) to develop and enhance our existing school-based electronic system.	<ul style="list-style-type: none"> ● All teachers use the new system to input marks for uniform tests and assessments. ● Reports cards can be generated in eGroup (school-based system) instead of WebSAMS. ● SLP portfolios can be generated in eGroup instead of eClass. ● DU record system can handle all discipline records and generate conduct grade range automatically. 	\$252,000 salary for 1-year technical support staff for 12 months (MPF included)	<ul style="list-style-type: none"> ● The school-based electronic system will continue to be utilized to manage student information. ● The IT Support Unit will continue to assist to the enhancement and management of the system.

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