

Name of School: Carmel Holy Word Secondary School (District: Tai Po)

### 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 reduce administrative workload.

Area <sup>1</sup>	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
School Resources Management and Booking System	<ul style="list-style-type: none"> <li>To provide an inventory system for school resources.</li> <li>To facilitate the efficient use of school resources.</li> </ul>	<ul style="list-style-type: none"> <li>Develop an electronic management system for reserving rooms and teaching equipment.</li> </ul>	<ul style="list-style-type: none"> <li>The system will integrate with school calendar to ease administrative effort in allocating resources.</li> <li>The system will issue timely instruction to janitors and/or TSS to prepare and set up venues.</li> </ul>	\$40,000	
Electronic School Internal and Parent-school Communication System	<ul style="list-style-type: none"> <li>To improve internal communication and communication between parent and school.</li> </ul>	<ul style="list-style-type: none"> <li>Develop an electronic communication system to facilitate internal communication and parent-school communication.</li> </ul>	<ul style="list-style-type: none"> <li>The system can issue notices and collect reply slips from parents.</li> <li>The system can be accessed by PC, mobile phone and tablet.</li> </ul>	\$60,000	

Mobile Phone Storage Cabinet	<ul style="list-style-type: none"> <li>To reduce administrative effort in collecting and distributing student mobile phones.</li> </ul>	<ul style="list-style-type: none"> <li>Purchase Mobile Phone Storage Cabinets to store student's mobile phone.</li> </ul>	<ul style="list-style-type: none"> <li>Office staff does not need to spend time collecting student's mobile phone in the morning and distributing back to them after school.</li> </ul>	\$80,000	
Electronic Door Access and Attendance System	<ul style="list-style-type: none"> <li>To reduce administrative effort in opening and closing of Staff Room and Study Room Doors.</li> <li>To reduce administrative effort in managing staff attendance record.</li> </ul>	<ul style="list-style-type: none"> <li>Install a door access and attendance system.</li> </ul>	<ul style="list-style-type: none"> <li>Janitors do not need to open and close Staff Room and Study Room doors. The doors will be automatically controlled by the System.</li> </ul>	\$70,000	