

Name of School: Sing Yin Secondary School (District: Kwun Tong)

Work Plan on the Use of Strengthening School Administration Management Grant (2017-2018)

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 accessing / retrieving student information, and to streamline the workflow of student information management and student support through establishing relevant guidelines.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Student support and teaching-related administrative work	To enhance the administrative effective and reduce administrative workload in documents routing and student information management through the use of electronic system	Employ an Administrative Assistant to handle the work related to information management electronic system and establish procedural guidelines	80% of the staff opine that the electronic system can enhance the efficiency of the administrative work of student information	\$163,800 Salary for Administrative Assistant for 24 months (MPF included)	Other support staff in the school will continue to assist the enhancement and management of student and other information; they will also continue to adopt and update related guidelines.

Signature of Supervisor

Name of Supervisor

Date

Fr. Johnson Dhos

30 October 2017

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