

Name of School: Belilios Public School

(District: North Point, HK East)

Work Plan on the Use of Strengthening School Administration Management Grant (Revised)

(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 effectiveness of communications between school, parents and students, taking attendance of students, storing of data in the cloud, booking of venue for ECA activities, keeping records of data about discipline matters of students and management of mobile devices in school. It is hoped that the administrative workload of staff in schools can be lowered.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Information management and communications	To enhance the communication channels between school, parents and students	Develop a mobile apps system for communications between schools, parents and students, e.g. school notices, announcements, etc.	More than 80% of parents read messages sent from school through the mobile apps.	\$63000 for 3 years	The mobile apps system can continue to serve school, parents and students after 3 years.
Information management and communications	1. To take attendance of students through smart cards and card readers 2. Parents will be notified attendance of their daughter(s) through communication channels.	Card readers, smart cards, related hardware (e.g. 2 computers), software and cabling work will be included.	More than 80% of students use smart cards for recording attendance. More than 80% parents will be notified the attendance records of their daughter(s).	\$57048	The attendance system will be continued to use and more and more students find user friendly and would like to use 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.

Information management and communications	Students data and related records are stored in the cloud.	Cloud storage system with adequate storage capacity (about 500GB) will be rented for 2 years.	More than 80% of staff and students access the cloud service frequently.	\$48000 for 2 years	More and more staff and students would like to use the cloud service. A larger storage capacity will be rented for future development of the system.
Administrative procedure and mechanism, school premises management	Staff can book venue through the online system.	An online booking system will be developed.	Booking of venue for more than 80% of the activities will be made through the system.	\$13695	Booking of venue for more and more activities will be made through the system.
Student support administrative work	Records of discipline matters of students can be recorded electronically.	An online recording system for discipline records of students will be developed.	More than 80% of discipline records can be stored in the online system.	\$31955	More and more discipline records will be stored in the online system.
Teaching-related administrative work	Management of mobile devices can be enhanced.	Centralized management (e.g. installation of software, disabling of functions) of mobile devices can be carried out through the management system.	More than 90% of mobile devices can be centralized managed through the system.	\$7548 for 3 years	More and more mobile devices can be connected and managed by the system.
Information Management and Communications	To enhance the effectiveness and reduce workload in the administrative works involved in updating the school web site through the use of an electronic system	Develop an electronic system for managing content of the school web site with access right control and online approval mechanism to simplify administrative workflow	All staff involved in the website management agree that the system can enhance the efficiency of the administrative work of updating and managing the content in the school web page	\$28,700 including the development of the system and the maintenance fee for the first year	The electronic system will continue to serve to support the school website