

Name of School: St. Mark's School (District: Eastern)

### Work Plan on the Use of Strengthening School Administration Management Grant

(To be uploaded on the school's homepage before the end of 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 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 and home-school communication especially in reducing the administrative workload of accessing / retrieving student information, and to streamline the workflow of student information management, accounting management and student support, streamline and speed up the preparation of student report cards, reduce workload in taking students' attendance and reduce time and manpower in marking multiple-choice questions and processing questionnaire surveys and booking venue and equipment.

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Home-school Communication (Issuing/Acknowledging Notices, Important Message Alerts)	<ul style="list-style-type: none"> <li>- To facilitate parents in handling school-related matters of their children through the system</li> <li>- To facilitate timely notification of students' attendance and location so as to strengthen communication among different parties and to ensure students' safety</li> <li>- To reduce the workload of school staff in collecting late returns and tallying the replies</li> </ul>	<ul style="list-style-type: none"> <li>- Procure a short message service/message management system for disseminating to parents important messages, such as informing parents of the special activities of the school and arrangements under inclement weather conditions. The system can also issue notices and collect reply slips from parents and then work out the statistics.</li> </ul>	<ul style="list-style-type: none"> <li>- 80% of parents who use the system opine that the mobile app can facilitate the handling of school-related matters and notify them in a timely manner the attendance and location of students.</li> <li>- 80% of teachers opine that the system saves their time in handling replies.</li> </ul>	\$60,000 messaging system 3-year license	The system will continue to be utilized to enhance home-school communication.

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Student support/teaching-related administrative work (Electronic student academic records system)	<ul style="list-style-type: none"> <li>- To speed up the preparation of student report cards</li> <li>- To minimise human errors in preparation of student report cards</li> <li>- To reduce the workload of Tests and Exams committee</li> <li>- To streamline mark submission process by teachers</li> </ul>	<ul style="list-style-type: none"> <li>- Procure an electronic system for teachers to enter marks for tests and exams as well as comments. The system also allows students or other teachers to double-check the prepared report cards to reduce errors and finally produce the hardcopy printout of the report cards.</li> </ul>	<ul style="list-style-type: none"> <li>- Time and manpower in preparation of report cards is reduced.</li> <li>- Human error is reduced.</li> <li>- 80% of teachers opine that the system eases the mark submission process.</li> </ul>	\$50, 000	The system will continue to be utilized to keep track of students' academic performance and do analysis and work out different learning and teaching strategies for different students.
Student support/teaching-related administrative work (Document Management)	<ul style="list-style-type: none"> <li>- To speed up the circulation of retrieval of student records and alumni records</li> <li>- To reduce the time required to search for a particular record by keyword search</li> <li>- To enhance the administrative effectiveness and reduce administrative workload in documents routing and student information management through the use of an electronic system</li> </ul>	<ul style="list-style-type: none"> <li>- Procure an electronic document management system to sort and organize scattered electronic documents and records, with the appropriate access control, for proper categorization and retention.</li> </ul>	<ul style="list-style-type: none"> <li>- Time and manpower is reduced in retrieving alumni records.</li> </ul>	\$30, 000	The system will continue to be utilized to enhance document management of not only student records but also all hardcopy paper document.
Accounting Management	<ul style="list-style-type: none"> <li>- To digitize the financial and accounting management of the school</li> <li>- To streamline the administrative work of accounting staff</li> </ul>	<ul style="list-style-type: none"> <li>- Procure an electronic accounting management system which should maintain detailed records of different budgets and expenses to assist school heads and other personnel concerned to monitor the utilization of resources constantly, review and</li> </ul>	<ul style="list-style-type: none"> <li>- Time and workload of accounting staff is reduced.</li> </ul>	\$30, 000	The system will continue to be utilized to generate different accounting summaries and reports. It can also integrate with other computerized financial management tools.

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		analyze the deployment strategies, and adjust the strategies where necessary. - The system may provide important reference data for future budget preparation.			
Handling of Students' Attendance	- To reduce the time required for class teachers to take attendance and for office staff to consolidate relevant information - To eliminate the need of the large amount of hardcopy of student lists generated for morning assembly in the playground by using tablet PCs	- Procure 20 tablet PCs for class teachers to take attendance in the playground during morning assemblies.	- 80% of teachers opine that using tablet PCs with the mobile app can enhance the efficiency of taking students' attendance.	\$50, 000	The tablet will continue to be utilized not only for attendance taking but also for internal communication among teaching staff and external communication with parents using different mobile apps. It will be further utilized to do other administrative work like stock taking of inventory.
Student support/teaching-related administrative work (optical mark recognition OMR analysis system for multiple-choice (MC) questions marking and questionnaire processing)	- To enable the automated marking of multiple-choice questions and the generation of analysis reports on student results so that teachers' workload and administrative workload can be streamlined and reduced - To facilitate the collection and analysis of data that questionnaire surveys and helps improve the efficiency of assessments	- Procure an optical mark recognition analysis system for multiple-choice questions.	- Time and manpower is reduced in marking MC questions and processing questionnaires.	\$20, 000	The system will continue to be utilized to enhance MC questions marking and questionnaire processing and analysis.

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
School Premises Management (electronic system of booking venue and equipment)	<ul style="list-style-type: none"> <li>- To facilitate the effective use of existing resources and provide administrative support available to the school staff</li> <li>- To be connected with the electronic event calendar and the school asset management/activity organizing system</li> <li>- To help monitor the use and movement of school assets, and co-ordinate activities in terms of time and venue arrangements, thus ensuring smooth running of activities</li> </ul>	<ul style="list-style-type: none"> <li>- Procure an electronic management system for booking venues and reserving equipment.</li> </ul>	<ul style="list-style-type: none"> <li>- Time and manpower is reduced in booking venue and reserving equipment.</li> </ul>	\$20,000	The system will continue to be utilized to streamline the venue booking and equipment reservation process.
TOTAL				\$260,000	