

Name of School: Our Lady's College

(District: Wong Tai Sin District)

### 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 effectiveness in student support/teaching-related administrative work, especially in reducing the administrative workload of teachers and clerical staff through optimizing the information management system and the printing system. The administrative procedure in school document management, storage, and retrieval can be facilitated.

Area <sup>1</sup>	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Student Support/ Teaching-related administrative work	To enhance the administrative effectiveness and student/staff information management with the use of electronic management system as well as to lessen teachers' administrative workload	<ul style="list-style-type: none"> <li>Implement an electronic management system for handling of student/ staff attendance as well as collection of fees</li> <li>Employ 1 Clerical Assistant to handle the work related to the electronic management system and the Home-school communication system as well as provide administration support to teachers</li> </ul>	<ul style="list-style-type: none"> <li>The electronic system is established successfully</li> <li>80% of staff members opine that the electronic system can enhance the efficiency of the administrative work related to handling of student/ staff attendance, collection of fees as well as Home-school communication</li> </ul>	<ul style="list-style-type: none"> <li>\$2,000 Octopus Transaction Caring Service Charge</li> <li>\$20,000 Octopus Transaction Charges</li> <li>\$ 173,000 Salary for Clerical Assistant for 12 months (MPF included)</li> </ul>	<ul style="list-style-type: none"> <li>Other support staff in the school will continue to assist the enhancement and management of handling of student/ staff attendance, collection of fees with the use of electronic management system as well as operate the Home-school communication system</li> </ul>

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

<p>Student support administrative work</p>	<p>To streamline the procedure and enhance administration effectiveness and reduce the workload of the issuance of student ID card</p>	<p>Optimize the issuance of student ID card with the use of card printer and card printing software</p>	<ul style="list-style-type: none"> <li>80% of the personnel of issuance of student ID card opine that the card printer and the card printing software can enhance the efficiency and reduce the workload</li> </ul>	<p>\$14,400 Procurement of card printer, card printing software and associated features</p>	<ul style="list-style-type: none"> <li>The card printer and card printing software will continue to be utilized to issue student ID cards</li> </ul>
<p>Administrative procedure</p>	<p>To enhance the administrative effectiveness in documents routing and management as well as release storage capacity of school premises</p>	<p>To digitalize school's paper documents for retention and easy retrieval as well as release storage capacity of school premises by procurement of outsource document conversion service and electronic document management system</p>	<ul style="list-style-type: none"> <li>School's paper documents can be digitalized and a framework with index system can be created to facilitate the management, storage, and retrieval of the documents</li> <li>80% of staff members opine that the electronic system can enhance the efficiency of the administrative work of information storage and retrieval</li> </ul>	<p>\$40,000 Outsourcing fee for document conversion service and electronic document management system</p>	<ul style="list-style-type: none"> <li>After the electronic system is established, it will continue to be utilized to manage student information and school paper documents</li> <li>The school supporting staff will continue to assist in the storage of the up-to-date student information</li> </ul>