

Name of School: St. Margaret's Girls' College, Hong Kong (District: Shatin)

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 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 both student information management and student support through establishing relevant guidelines.

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Student support/ teaching-related administrative work	Our main objective is to reduce administrative workload in documents routing and student information management and enhance the administrative effectiveness through the use of a self-designed internal web-based system for both administrative staffs and teachers	IT Team in our school will develop a web based internal system for both administrative staffs and teachers to store, retrieve and amend all kinds of student-related information systematically, effectively and efficiently Our school will employ a full-time staff to handle the work related to the information management system and establish procedural guidelines	A system successfully developed and is able to be used in school to facilitate the managing, distributing, storing, and retrieving of student information; 80% of the staff opine that the system can enhance the efficiency of the administrative work of student information Related procedural guidelines can be established	\$30,000 fee for upgrading of software and hardware in school \$220,000 salary for a full-time staff for 18 months (MPF included)	The web based internal system developed by IT Team in our school will continue to be utilized to manage student and alumni information Other support staff(s) in the school will continue to assist the enhancement and management of student / other information; they will also continue to adopt and update related guidelines