

Name of School: Canossa College(District: Eastern)**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 home-school communication and relieve teachers' administrative work, especially in reducing the administrative workload in collecting circulars and money, and taking attendance of students.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Home-school communication and teaching-related administrative work	To enhance the home-school communication and reduce administrative workload in collecting circulars and money, and taking attendance of students through the use of electronic system	<ul style="list-style-type: none"> To hire an electronic system for disseminating to parents important messages, such as alerting parents of the special activities of the school and arrangements under inclement weather conditions. The system can even issue notices and collect reply slips from parents. It will then work out the statistics, thereby saving teachers' time in collecting late returns and counting the number 	75% of the staff opine that the electronic system can reduce administrative workload	\$250,000 for electronic system, card readers, computer, server, cabling and accessories	The electronic system will continue to be utilized to enhance home-school communication and relieve teachers' administrative work in collecting circulars and money, and taking attendance.

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

		<p>of replies. Parents will also find it more convenient to handle school-related matters of their children through the system.</p> <ul style="list-style-type: none"> ● To install an electronic payment system by using smart cards to save the time for counting cash and making change by class teachers and school administration staff. Parents can add value to smart cards at convenience stores and check their previous payment records on the Internet. ● To install an electronic system to process teachers' and students' attendance to double check the attendance to avoid errors. Statistics can be generated to reduce administrative work in calculation of attendance. 			
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Signature of Supervisor : C. Wong
Name of Supervisor : Catherine Wong
Date : 23 Sept 2016.