

**ST. ROSE OF LIMA'S COLLEGE (District: Shatin)**  
**Work Plan on the Use of Strengthening School Administration Management Grant**

**Revised**

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 the IT Infrastructure and Home-School Communication.

Area	Expected Results	Item	Evaluation Criteria	Budget	Sustainable Development Plan
Information Management and Communications	<ul style="list-style-type: none"> <li>To reduce the time required for class teachers and school administration staff to take attendance and consolidate relevant information, and also facilitate the timely provision of attendance records for parents</li> </ul>	<ul style="list-style-type: none"> <li>To procure an electronic system for processing students' attendance records</li> <li>The system connects the mobile phones of parents and facilitates timely notification of the presence/absence of students.</li> </ul>	<ul style="list-style-type: none"> <li>All students' daily attendance taking could be done easily by the electronic system.</li> <li>70% of staff agrees that the electronic attendance system can enhance the administrative efficiency.</li> </ul>	\$35,000 (Software)  \$12,000 (Hardware)	<ul style="list-style-type: none"> <li>The system expected to be used for a number of years.</li> <li>Extra annual administration and maintenance fees will be covered by other school funding.</li> </ul>
	<ul style="list-style-type: none"> <li>To save teachers' time in collecting late returns and counting the number of replies. Parents will also find it more convenient to handle school-related matters of their children through the system.</li> <li>To strengthen communication between the school and the parents.</li> </ul>	<ul style="list-style-type: none"> <li>To procure an electronic notice system for disseminating parents important messages, such as alerting parents of the special activities of the school and arrangements under inclement weather conditions. The system can issue notices and collect reply slips from parents to work out the statistics.</li> </ul>	<ul style="list-style-type: none"> <li>The number of reply slips to be collected by teachers can be reduced.</li> <li>70% of staff agrees that the system can reduce the administrative workload in delivering messages to parents and collecting replies from parents.</li> <li>70% of parents agree that the electronic notice system enhances the effectiveness and efficiency in communication with the school.</li> </ul>	\$18,000 (Annual fee)	<ul style="list-style-type: none"> <li>The system expected to be used for a number of years.</li> <li>In the future, the system may be able to perform additional functions such as online registration, and two-way communication.</li> <li>Extra annual administration and maintenance fees will be covered by other school funding.</li> </ul>
	<ul style="list-style-type: none"> <li>To save the time for counting cash and making change by class teachers and school administration staff. Parents can add value to smartcards at convenience stores and check their previous payment records through the Internet.</li> </ul>	<ul style="list-style-type: none"> <li>To procure a secure and well-established electronic payment accounting system which works together with PPS payment system.</li> <li>To procure an ePOS system for handling small amount purchase by students.</li> </ul>	<ul style="list-style-type: none"> <li>Over 80% of the fee collections from students are paid electronically and handled by the new electronic payment system.</li> <li>70% of staff agrees that the system can reduce the administrative workload in collecting fee from parents and students.</li> </ul>	\$35,000 (Initial setup)	<ul style="list-style-type: none"> <li>The system expected to be used for a number of years.</li> <li>Extra annual administration and maintenance fees will be covered by other school funding.</li> </ul>

<p>School Premises Management</p>	<ul style="list-style-type: none"> <li>• To increase the performance and stability of the school computer network for better learning and teaching.</li> <li>• To increase the availability of different new electronic facilities and services in all the rooms in the school premises and reduce the time cost for further cabling in the future.</li> </ul>	<ul style="list-style-type: none"> <li>• To install an infrastructure of low voltage cabling system covering all classrooms and special rooms in the school premises</li> </ul>	<ul style="list-style-type: none"> <li>• All network cablings connected to classrooms and special rooms can be migrated to the new low voltage cabling system.</li> <li>• 70% of staff agrees that the performance and stability of the school network is improved.</li> </ul>	<p>\$150,000</p>	<ul style="list-style-type: none"> <li>• The low voltage cabling system will be able to accommodate additional cabling for future development in different kinds of electronic services and devices.</li> <li>• All the purchased items will continue to be used in daily school management.</li> </ul>
-----------------------------------	--	---	--	------------------	---