

Name of School : Delia Memorial School (Glee Path) (District: Sham Shui Po)

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 students' support and financial management, especially in reducing the administrative workload to manage students' record, to consolidate the students record process and to reduce teacher administrative workload in financial management.

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Students support	<ul style="list-style-type: none"> To enhance the overall students-related record-keeping. 	<ul style="list-style-type: none"> To develop a customised standalone electronic students record system to manage all students record. To manage students' data including attendance, discipline, academic performance, extra-curricular activities. To produce students learning profiles (SLP) with academic and non-academic performance of students To migrate with existing communication platform. To provide online access to the system 	<ul style="list-style-type: none"> The system is developed and implemented successfully Students learning portfolio could be generated at the end of the semester in school year 2017-2018 	\$200,000 for outsourcing the developer for developing the customised system.	The system will continue to be used to produce students' record.

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Other	<ul style="list-style-type: none"> Reserve \$50,000 to the SSB for coordination of the implementation of collaboration items. 				

Cheng Kar Shun

Signature of Supervisor :

Name of Supervisor :

Date :

CHENG Kar Shun

27th October, 2016