

Name of School: St. Paul's College Primary School

(District: Southern)

Work Plan on the Use of Strengthening School Administration Management Grant ¹

We, St. Paul's College Primary 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 improve the processing of student attendance record, to streamline the workflow of JC 1 applications, to enhance the administrative effectiveness of accessing / retrieving student / alumni information and to foster better communication between parents and the School.

Area ²	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Administrative procedure and framework / mechanism	<ul style="list-style-type: none">• Saving manpower for handling roll call in classes• Facilitating the timely provision of attendance records for teachers and parents	Procure an electronic system for processing student attendance	<ul style="list-style-type: none">• Student attendance data can be more effectively processed and updated by Class Teachers and clerical staff• The data can be more conveniently retrieved for statistical purposes• The data to be stored electronically for future reference	\$35,000	The system will be in use in the long run and be fully implemented when the student smart card system is in place

Administrative procedure and framework / mechanism	<ul style="list-style-type: none"> • Saving manpower for handling JC 1 applications • 	Install an online system on the school website for parents of JC 1 admission candidates to submit their electronic applications	<ul style="list-style-type: none"> • Parents concerned will be provided with an alternative, electronic means of application submission besides the paper application • Application data will be processed and retrieved more efficiently by the clerical staff • 	\$ 10,000	The system will be in use in the long run and carry a more noticeable role when the number of applications increases in the future
	<ul style="list-style-type: none"> • Enhancing the administrative effectiveness and reducing administrative workload in documentation and management of student information 	Procure an electronic document management system (DMS) of high security and efficiency with access rights granted as appropriate to store, process and retrieve student information systematically with appropriate security measures to protect privacy of the data	<ul style="list-style-type: none"> • Student information will be digitalised and a framework with an index routing system to be created to assist in storing, managing, retrieving and analysing student information, with relevant procedural guidelines to be established • 75% of the staff using the electronic DMS opine that the system enhances the efficiency of processing student information 	\$78,000 (for electronic DMS and 5(1+4)-year warranty) \$45,000 (hardware) \$46,200 (outsourcing fee for digitalising and recording student information)	<ul style="list-style-type: none"> • The electronic DMS will continue to be utilised to manage student / alumni information • Professional communication will be fostered between the College and the Primary School in managing student information. Relevant guidelines on use of student information will be formulated and updated

Information Management and Communication	<ul style="list-style-type: none"> Enhancing the effectiveness and efficiency in communication between the School and parents through the use of smartphone Apps 	Procure smartphone Apps for School-Parent Communication	<ul style="list-style-type: none"> 60% of parents agree that the Apps enhance the effectiveness and efficiency in and offer greater convenience in communication with the School. 	\$60,000	<ul style="list-style-type: none"> The Apps will continue be utilised to notify parents of school information and announcements and will become more essential as our student population rises with the increase in the number of classes in coming years.
Gross Budget: One-off Grant: To be covered by school funds:				\$274,200 \$250,000 \$24,200	

¹ It is a one-off cash grant at the amount of \$250,000 per school. DSS schools can deploy government funds or non-government funds to cover the deficit.

² Examples: Administrative procedure and framework / mechanism, financial management, student support / teaching-related administrative work, information management and communications, and school premises management.