

Name of School: Chan Sui Ki (La Salle) College (District: Kowloon City)

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 administrative procedure and framework, student support administrative work and school premises management.

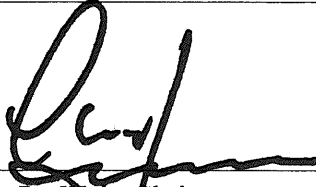
Area	Expected Results	Item	Evaluation Criteria	Budget	Sustainable Development Plan
Administrative procedure and framework/mechanism	An electronic staff appraisal system is developed to enhance the administrative procedure and reduce paper work.	Develop a school-based electronic system for staff appraisal	Appraisers and appraisees can enter the information of performance appraisal into the system without difficulty. The system can assist the school management in advising and planning staff profession development for staff members. The system can inform staff members of the direction for their continuing professional development.	\$110,000 Outsourcing fee for developing the appraisal system	The system developed will continue to be used and if necessary upgraded in accordance with the development needs of the school.

Student support/teaching-related administrative work	Information and records of students and alumni are digitized and integrated. Access to retrieving information and records of students and alumni can be made easy.	Digitize information and records of past students and establish an electronic platform for retrieving information	Information and records of past students are digitized and an index system is developed to retrieve these records.	\$30,000 Outsourcing fee for digitizing and recording the student / alumni information	The digitized records and the index system can continue to be used in parallel with the current student data stored on WebSAMS servers.
School premises management	The security and safety of individuals and property of the school community can be enhanced.	Install a full HD closed circuit television surveillance system. Enhance the guidelines and procedures for retrieving and using the data of surveillance system.	The system is installed and the guidelines and procedures for retrieving and using the data of the system are developed. The system can assist responsible persons in carrying out duties related to security and safety of staff and students.	\$110,000 Installing a full HD CCTV surveillance system	The surveillance system will continue to be used for security purposes.

Signature of Supervisor :

Name of Supervisor :

Date :



 Mr. Lau Po Wah, Chris

 28th October, 2016
