

Name of School: S.K.H. Tang Shiu Kin Secondary School

(District: Wanchai)

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

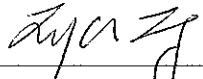
After reviewing the operation of the school, the measures below will be devised to enhance the overall administrative procedures of the school. The EApp platform will further enhance our communication with parents as well as students. Also an environmental friendly way to have sustainable development.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Information management and communications	To enhance the effectiveness of the school circular system through the use of EApp (electronic platform)	<ul style="list-style-type: none">Employ a Teaching Assistant to assist in establishing procedural guidelines for the EApp (a paperless and eco-friendly platform for communication)Communicate with staff, students and parents through the EApp	<ul style="list-style-type: none">Number of notice sent to parents via EAppParents and teachers' feedback	\$151,200.00 Salary for Teaching Assistant for 12 months (MPF included)	The EApp will continue to be utilized as a communication platform
Streamline school administration procedures and strengthen staff management of school workers	To enhance the administrative effectiveness and restructure the workflow and management of school workers	<ul style="list-style-type: none">Employ a 0.2 graduate teacher (GM) to take up part of our Vice Principal teaching duties to create room for her to coordinate and streamline school administrative procedures and staff management of school workers	<ul style="list-style-type: none">Administrative system reviewedFeedback from office staffFeedback from teachers	\$93,768.00 Salary for a 0.2 GM for 12 months (MPF included)	The revised system will continue to be a more effective way of administration.

Signature of Supervisor

Name of Supervisor

Date



26/10/2016

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