

Name of School: St. Joseph's College (District: Central & Western)

Work Plan on the Use of Strengthening School Administration Management Grant

(To be uploaded onto 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 operations of the school, the measures below will be devised to enhance the overall efficiency and effectiveness of the school and communication with parents, school premises management, administrative duties of associated teachers and office staff.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
1. Information management	Improved electronic document filing and more systematic document storage, thereby reducing teachers' workload.	Purchase a centralized digital storage program.	Central storage of all electronic files, including instruments, audio and video, web pages, pictures, etc., to facilitate management and search.	\$89,000	A one-off development cost that requires no further development costs.
2. School premises management	Optimized school premises management, thereby reducing the workload of related colleagues.	Hire a maintenance consultant, whose scope of work includes: 1. co-ordinating and managing all maintenance matters in the school; 2. preparing guidelines and service provider resources; 3. organizing an easy-to-follow campus plan; 4. arranging training for teachers/workers on related knowledge.	Teachers concerned agree this has helped reduce their administrative work.	\$200,000	During the contract, janitors learnt how to inspect and take record in case of any suspected structural defects. They will continue to check the school premises from time to time for such defects. In addition, the consultants have sourced a number of reputable contractors for minor repairs. It is possible for the school to request maintenance service in a more efficient way.
3. Communication	1. Stronger and closer communication between the school and parents.	1. Purchase a home-school communication system. 2. Purchase a teacher-school	1. 60% of parents have installed and used the communication system.	\$66,000	After 3 years, the cost will be paid by parents.

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

	2. Teachers and parents can instantly communicate via mobile applications to shorten / simplify the process and time of message delivery.	communication system.	2. 100% of teachers (iOS & Android users) have installed and used the communication system.		
4. Student support	<p>An established school-based tracking system of graduates and their employment, which contains:</p> <ol style="list-style-type: none"> 1. Establishment of a database of graduates' information (including import of public exam and JUPAS results). 2. Establishment of an electronic platform allows alumni and school administrators to update relevant information (including enrollment and employment). 3. Generation functions of reports and charts. 4. Provision of advice on further studies and employment counseling service. 	<p>Purchase an electronic system to record students' enrollment and employment data.</p> <p>At the same time, the school will arrange relevant training for the staff to ensure validity of the electronic data and compliance of the handling of student information with the Personal Data (Privacy) Ordinance.</p>	<ol style="list-style-type: none"> 1. 80% of graduates provided further studies or employment information. 2. Teachers agree the system helps provide advice on further studies and employment counseling service. 	\$95,000	A one-off development cost, but requires HK\$4,500 maintenance fee per year.