

Name of School: St. Paul's School (Lam Tin)

(District: Kwun Tong)

Work Plan on the Use of Strengthening School Administration Management Grant (Tentative)

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 information management, administrative procedure, school premises management and student support, in order to strengthen the communication among various parties, to streamline administrative procedure and to provide a safe school environment conducive to learning for students.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
School premises management	To maintain the safety of the school premises	Procure professional service in providing building structural check on a regular basis, so as to detect risks of spalling concrete.	Structural defects can be detected and emergency repair report can be filed to EDB promptly.	\$50,000 Procuring a school premises check service	The professional structural check will continue to provide maintenance information to the school.
Student support	To enhance efficiency in monitoring students' body temperature	Install a thermal imaging camera system for detecting body temperature.	Time for measuring body temperature can be shortened and students with fever can be screened out by the system.	\$50,000 Procuring a thermal imaging camera system	The thermal imaging camera system will continue to be utilized to detect body temperature.

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

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Student support	To strengthen communication between teachers/ staff in classrooms and those in general office/ staff rooms	Set up an IP phone system in all classrooms, staff rooms and general office, any emergency situations occurring in classrooms could be reported immediately and support actions could be taken promptly.	70% of the staff opine that the system can enhance the communication between classrooms and the general office/ staff rooms.	\$100,000 Procuring an IP phone system	The IP phone system will continue to be utilized to facilitate communication between classrooms and the general office/ staff rooms.
Information management & communication	To improve the keeping and maintaining of school publications and records	Procure external service to scan school documents, e.g. old photos and publications.	School documents can be digitalized and stored in indexed folders.	\$10,000 Outsourcing fee for digitalizing school documents	The digitalized files will be maintained for future use and reference.
Information management & communication	To enhance effectiveness and efficiency in communication between parents and school	Develop a parents' app to send school notices, circulars and ad-hoc announcements to parents via electronic means, with instant feedback enabled.	70% of the parents opine that the app can enhance the effectiveness and efficiency in communication with the school.	\$30,000 Procuring a parents' communication app	The parents' app will continue to be utilized to issue school notices, circulars and ad-hoc announcements to parents, further application modules will be developed when parents are familiar with the use of the app.
Administrative procedure	To relieve teachers' administrative workload and enhance administrative effectiveness	Develop an electronic system in managing teachers' duty roster, e.g. examination invigilation.	70% of the staff opine that the electronic system can enhance the efficiency of the administrative work and relieve the workload in managing teachers' duty roster.	\$10,000 Procuring an electronic system for duty roster	The electronic system will continue to be utilized to manage teachers' duty roster.

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