

Name of School: Wah Wan College, Kowloon (District: Yau Tsim Mong)

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:

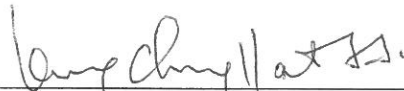
Objective

After reviewing the operation of the school, the measures below will be devised to enhance the effectiveness of learning and teaching support, value education, professional development and I.T. data support in long term.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Learning & Teaching	<ul style="list-style-type: none"> ➤ Teacher can plan and record their extra-curricular activities ➤ The student information will be integrated into iPortfolio in more detailed and clear data flow. 	Implementation and promotion the use of eEnrollment System	<ul style="list-style-type: none"> ➤ Student activity records will be recorded in a more accurate manner. 	\$35,000	Staff training programs will be conducted once the completion of installation process. All online systems will be used as a part of daily school routine process.
Values education	<ul style="list-style-type: none"> ➤ System facilitates the student online enrolment and support participation statistics by event, house and class. ➤ Students develop the fighting spirit. 	Implementation and use of eSports System in Sports Department.	<ul style="list-style-type: none"> ➤ Lessen the workload of Sports Department during sports events. ➤ Student participation in sport events. 	\$35,000	

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
	➤ Increase the effectiveness and efficiency of data updating and daily management on student discipline records.	Implementation and use of eDiscipline System in Discipline Committee.	<ul style="list-style-type: none"> ➤ Discipline members use it as data input common interface for recording. ➤ Form teachers monitor their students' record. 	\$35,000	
Professional Development	➤ Administrators and teachers create workflow scenario to circulate documents.	Implementation of Digital Routing system.	➤ More teachers will involve in admin documents routing before discussion.	\$25,000	
	<ul style="list-style-type: none"> ➤ Promote cooperation and sharing among teachers and encourage collaborative lesson planning. ➤ Strengthen PIE cycle and archive various formats of documents. 	Implementation of Digital Archive system.	➤ Allow administrator to define and organize its archive structure for administrative documents with different versioning.	\$25,000	
Information Management Support	➤ Lessen the workload on server maintenance and daily backup routine.	eClass on the Cloud.	➤ Completion of reallocation and achieve the eClass basic performance after reallocation to the cloud.	\$50,000	Renew the service contract every two years.
	➤ Build-up an useful information collection and return system to facilitate the school administrative routine.	Exploration and design of eForm module with eClass.	➤ Completion of eForm module design and implementation of system.	\$45,000	Further discussion with programmers to study the implementation feasibility with insufficient budget

Signature of Supervisor : 

Name of Supervisor : Fr. Leung Chung Yat Thomas

Date : 28 October 2016