

Name of School: Tuen Mun Government Secondary School (District: Tuen Mun)

Work Plan on the Use of Strengthening School Administration Management Grant

Objective

After reviewing the operation of the school, the measures below will be taken to enhance the efficiency of managing students' records and to assist teachers to handle students' records in a more systematical way. Moreover, students related records will be delivered to parents more directly and instantly through the parents-school communication app.

| Area | Expected Results | Item | Evaluation Criteria (Indicator) | Budget | Sustainable Development Plan |
|-----------------|--|---|---|--------|--|
| Student Support | To enhance the administrative effectiveness and reduce time in taking student attendance through the use of electronic system. | To procure an electronic system for processing students' attendance records | <ul style="list-style-type: none"> • 75% of staff opine that the electronic system can reduce workload and save time of taking students' attendance • 80% of parents use the parents-school communication app to check their children's attendance records. | 30,000 | <ul style="list-style-type: none"> • The students' attendance data in the electronic system will be utilized in WebSAMS and SLP platform. |
| | To enhance administrative work of the school in managing student discipline records and facilitating notification of the merits and demerits of individual students to parents so as to strengthen communication between the parents and the school. | To develop an electronic platform for the Discipline Team for tracking students' behaviour. | <ul style="list-style-type: none"> • 75% of teaching staffs agree that the work on students' discipline can be reduced. • The Discipline Team finds the electronic platform useful in understanding students' discipline problems. • 80% of parents will use parents-school communication app to understand their child's behaviour. | 32,000 | <ul style="list-style-type: none"> • Teachers in school and P.T.A. will continue to assist in the enhancement and management of student information to improve home-school cooperation. |

| Area | Expected Results | Item | Evaluation Criteria (Indicator) | Budget | Sustainable Development Plan |
|------------------------|---|---|---|--------|--|
| Student Support | To enhance management of ECA/OLE records of students and streamline the work of ECA/OLE, making the workflow of enrolment, acceptance and student attendance clear and under control. | To set up an Enrolment System to save manpower from clubs and committees. | <ul style="list-style-type: none"> The ECA Team finds the administrative work on students' ECA enrolment is reduced. 80% of students will use the students-school communication app to check their ECA records. | 32,000 | <ul style="list-style-type: none"> When the ECA enrolment workflow is simplified. The work can be delegated and will be managed by designated responsible students under the supervision of ECA Master/Mistress. This helps nurture student leadership. |
| Information Management | To enhance management of student data in a systematic, secure and cost-effective way. This helps enforce the efficiency of school administrative work and improve records and knowledge management. | To procure Data Storage Maintenance Service | <ul style="list-style-type: none"> Manpower on maintaining school sever is saved with enhanced sever capacity. Storage space for student data can be increased. | 48,000 | TSS and IT clerk will continue to assist in providing a strong data storage maintenance service for use of all teachers. |

Signature of SMC chairman:



Name of SMC Chairman:

Mr. NG Ka-shing, Joe

Date:

29 / 6 / 2016.