

Name of School: ECF Saint Too Canaan College

(District: Kwun Tong)

Work Plan on the Use of Strengthening School Administration Management Grant

We 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 management of the student academic results information and support to teachers' IT teaching.

| Area | Expected Results | Item | Evaluation Criteria (Indicator) | Budget | Sustainable Development Plan |
|--|--|---|---|---|---|
| 1. Student Academic Results Information Management | 1.1 Using Websams student assessment reports printing module to replace the existing school based system | To apply Websams module in the printing of student assessment reports | Websams trial version can be used smoothly in May-June. | To employ an additional IT technician for 14-16 months (depending on the actual salary) (From \$16,000 - \$18,000 per month) School experience and application of Websams module are preferred. Total: \$250,000 | This additional IT technician will assist the teacher-in-charge to set up and refine the new system. When the operating methods and guidelines are completed, the work can be absorbed by the existing IT technician or clerical staff. |

| | | | | | |
|--|---|--|---|--|--|
| | 1.2. To develop an information system to keep tracks of the student academic performance including both the internal and external school results. | To input the student external academic results including S1 pre-attainment test, TSA and HKDSE records. Assist the teacher-in-charge to prepare the relevant reports | After inputting data, can trace back all students' performance in 1516. | | |
| | 1.3. To build up electronic records for internal student assessment reports. | To scan the past student assessment reports to electronic copies. | | | |
| 2. Support teachers using i-pad for teaching | 2.1. Provide the technical support for teachers using i-pad for teaching | To assist i-pad management and maintenance | | | |
| | 2.2. Reduce the teachers' administrative workload in IT teaching. | To manage the equipments | | | |

Mr. Chen Dzu Biao, James
School Supervisor
24-10-2016