

Name of School: ECF Saint Too Canaan College (District: Kwun Tong)

Report on the Use of Strengthening School Administration Management Grant
(Endorsed by School Management Committee Meeting on 19-10-2018)

1. Objectives

After reviewing the operation of the school, the SAM grant is used to enhance the management of the student academic results information and support to teachers' IT teaching.

2. Income received: HKD\$250,000

3. Expenditure:

Employ an IT technician through an out-sourcing IT company.

Monthly pay: \$17,965

Total amount from 5/4/17 to 16/3/2018 : \$204,492

Unused amount: \$45,508

4. Evaluation

Area	Expected results	Item	Evaluation Criteria
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	The system is successfully installed and functioning. All report card printing process is smooth.

	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	Only use the system to trace back current year students' performance as additional data input will be further explored.
	1.3. To build up electronic records for internal student assessment reports.	To scan the past student assessment reports to electronic copies.	With the assistance from the clerical staff, the student reports from 2015-2018 were scanned 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	More than 70% teachers agreed that they are satisfied with IT technician support in iPad borrowing issues.
	2.2. Reduce the teachers' administrative workload in IT teaching.	To manage the equipment	More than 70% teachers agreed that with E-booking system, E-platform which reduce teachers' workload in IT teaching .