

Name of School: Li Po Chun United World College

(District: Shatin)

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 overall effectiveness in managing the sign in-out of staff and students. The new system can provide a mechanism for monitoring staff and student movement. This is essential for personnel administration for staff as well as for student management. In addition to this enhancement, the replacement of our current student database management system from Denbigh to iSAMS and a new admissions system can also provide efficiency in accessing/retrieving student information and data transfer.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Administrative procedure	To enhance the administrative effectiveness through the use of electronic sign-in-out system for both staff and students.	Develop a sign in/out device that supports both smartcard and fingerprint.	Attendance records can be digitalized and a framework with a clear index system is made available to facilitate the managing, storing and retrieving staff information, student data.	\$70,000 for four pairs of device, including installation and software for signing in-out system.	The electronic system can continue to be utilized to manage staff and student data.

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

<p>Information Management & communication</p>	<p>To provide an effective channel to manage student data and to reduce workload in document routing.</p> <p>With the support of our UWC International Office, a new admissions system will be introduced.</p>	<p>Explore the option of iSAMS to as to replace the current database system Denbigh.</p> <p>The new admissions system will aid in data transfer</p> <p>Professional training session required to facilitate the use of the new student database system.</p>	<p>Majority of staff support the electronic system which can enhance the efficiency of the administrative work of student information.</p>	<p>\$180,000 for the new student database management system.</p>	<p>Support staff can continue to assist the enhancement and management of the relevant staff and student information.</p>
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Signature of Supervisor :

Name of Supervisor :

Mrs Ruth Lau Wing Mun

Date :

31 October 2016