

Name of School: Christian & Missionary Alliance Sun Kei Secondary School

(District: Sai Kung)

Work Plan on the Use of Strengthening School Administration Management Grant

We, Christian & Missionary Alliance Sun Kei Secondary 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 Information Management and Communication administrative work, especially in reducing the administrative workload to enhance the internal communication among school office, staffroom and classroom.

| Area | Expected Results | Item | Evaluation Criteria (Indicator) | Budget | Sustainable Development Plan |
|---|--|---|--|--|--|
| Information Management and Communications administrative work | <ul style="list-style-type: none">• To reduce the administrative workload of office staff and janitor• To reduce the workload of technical staff in maintenance | <ul style="list-style-type: none">• Procure a mobile public / private announcement and communication system of high efficiency, flexibility and user friendliness. The system connects all the classrooms, special rooms, office and staff room | <ul style="list-style-type: none">• The mobile communication system functions properly• 80% of the related administrative staff opine that the communication system is efficient, flexible and user friendly• 80% of technical supporting staff opine that | <ul style="list-style-type: none">• \$200,000 including equipment, installation, configuration and 2 years maintenance fee of the communication system | <ul style="list-style-type: none">• The communication system will continue to be utilized to enhance the communication• Other supporting staff in the school will continue to assist the enhancement and management of the communication system |

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| | <ul style="list-style-type: none"> • To provide a stable environment for internal communication | <ul style="list-style-type: none"> • Procure professional service and equipment to improve the existing network and provide a highly stable, efficient and secure environment for internal communication • Procure a video broadcast system of high quality, efficiency and user friendliness | <p>number of cases of network failure is greatly reduced</p> <ul style="list-style-type: none"> • The video broadcast system functions properly • 80% of teacher representatives and supporting staff opine that the quality and efficiency of video broadcasting are improved | <ul style="list-style-type: none"> • \$150,000 including professional consultation, equipment, cabling, configuration and 1 year maintenance • \$100,000 including professional consultation, equipment, installation and 1 year maintenance | <ul style="list-style-type: none"> • Supporting staff will also continue to adopt and update related guidelines |
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