

Name of School: Tin Ka Ping Secondary School

(District: North)

**Work Plan on the Use of Strengthening School Administration Management Grant (12/2016)**

(To be uploaded on the school's homepage before end-October 2016)

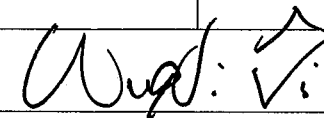
We (the School) have read and understand the stipulations stated in the EDB Circular Memorandum No.21/2016 on Strengthening School Administration Management (SAM) Grant. The following work plan on the use of the SAM Grant is drawn up after consultation with the teachers:

**Objective**

After reviewing the operation of the school, the measures below (2nd Phase) will be devised to enhance the overall effectiveness in student support, teaching-related administrative work and information management and communications amongst stakeholders through establishing relevant electronic platforms.

Area <sup>1</sup>	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Teaching-related administrative work	To enhance the teaching and learning effectiveness	Student Result Analysis	70% subject panels consider that the software is helpful and useful to enhance students' examination achievement.	\$ 49,500	The system can optimize the teacher appraisal system and the students' life planning program.
Information management and communications	To facilitate efficient flow of both internal and external circulars and documents in order to strengthening the internal communications and a systematic archive storage can be set up	Document Routing and Archive System	100% staff will be trained to familiarize the system and 80%staff will continuously use the system as the main tools for internal communication	\$34,500	Discussion platforms can be further developed to facilitate efficient internal interflow between staff.

Signature of Supervisor :



Name of Supervisor :

TIN WING SIN

Date :

22 August 2016

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