

Name of School: The H.K. Chinese Christian Churches Union Logos Academy (District: Sai Kung)

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 overall efficiency administrative procedure, information management and school premises management.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Administrative procedure and framework / mechanism	(a) Efficient means to contact alumni to build a strong alumni network for the development of the school, and (b) as advised by GRSC committee, to improve efficient ways for inventory checking	Hiring of 2 extra staff members for the 2 separate tasks (staff cost)	(a) after building up of the concerned information database, save 40% of process time to contact alumni, and (b) after checking existing records and devising a new workflow, will save 30% time in inventory checking annually	\$410,000.	Only minor maintenance cost will be involved to keep the operations
information management and communications	Save time for teachers and staff in	Purchase of a new computer server,	Able to handle ca. 4,500 applications	\$120,000.	The systems will work for 10 years

	admission of P.1 students	label printer and card reader and other supporting device	and the process time is reduced by 50%		with small maintenance charges
school premises management	Instant monitoring of students' forehead temperature recording as to save time to monitor students' health condition by traditional temperature taking	Installation of Non-contact IR forehead temperature scanning and recording systems (one at primary campus and one at secondary campus)	80% of teachers consider the systems save time in monitoring body temperature of students in entering school premises	\$100,000	The systems will work for 10 years with proper maintenance
			Total:	\$630,000.	

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