

Name of School: The Y.W.C.A. Hioe Tjo Yoeng College

(District: Kowloon City District)

Work Plan on the Use of Strengthening School Administration Management Grant

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 communication management system described below will be devised to enhance the overall communication with the students’ parents to establish parents’ quick understanding of school matters and hence efficient collaboration with them. This system will also help to reduce the administrative processes involved in the traditional mode of communication with parents, as well as to reduce material waste such as paper.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Liaison with parents	<ol style="list-style-type: none"> Reduction in the administrative work involved in issuing parents circulars and collecting parents’ replies. Reduction in the use of paper in printing parents’ circulars Efficient 	<p>* The purchase an electronic system of message transmission to send out parents circulars and parents can receive these circulars through their mobile phones. Parents can even sign and return their reply slips using their mobile phones.</p> <p>* The employment of an Administrative Assistant to help integrate this electronic communication system with the</p>	<ol style="list-style-type: none"> Parents circulars can be sent out and reply slips can be received through the system within a limit of 5% errors. Over 80% staff members express user-friendliness and satisfaction in use through an opinion survey. Over 80% parents express satisfaction with the communication system 	\$100,000.00 purchase and setting up of the electronic communication system, with customization for our current platforms, and 2-3 year maintenance support	The electronic communication system will continue to be used for the long run with own IT staff members capable of maintenance and further customization.

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

	collection of data on parents' responses to school measures or activities	standing school administrative procedures so as to maximize administration efficiency. This administrative assistant can help to run professional training for teachers to help anchor this communication system more effectively in teachers' daily practices.	through an opinion survey. 4. Satisfaction in reducing the use of paper for printing parents circulars.	\$ 150,000.00 Salary for administrative assistance for 12 months (MPF included)	
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Note: This plan was drawn up after consultation with teachers and has been approved by IMC (Ref. MOM 1 IMC Meeting – 28.11.2016).

Principal: Chan Wing Kit
Date: 25/11/2016