

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

(District: Kowloon City District)

### Revised Work Plan on the Use of Strengthening School Administration Management Grant

(To be uploaded on the school's homepage)

[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, communication efficiency and effectiveness are still confirmed most important and should be set as priorities for improvement. The following items are considered necessary for the overall communication systems.

Area	Expected Results	Item	Evaluation Criteria	Budget	Sustainability Plan
Liaison with parents	<ol style="list-style-type: none"> <li>Reduction in the administrative work involved in issuing parents circulars and collecting parents' replies.</li> <li>Reduction in the use of paper in printing parents' circulars</li> <li>Efficient collection of data on parents' responses</li> </ol>	<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>	<ol style="list-style-type: none"> <li>Parents circulars can be sent out and reply slips can be received through the system within a limit of 5% errors.</li> <li>Over 80% staff members express user-friendliness and satisfaction</li> <li>Over 80% parents express satisfaction with the communication system through an opinion survey</li> </ol>	\$50,000.00 <i>(Note 1)</i> 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.
Inter-communication on school campus	<ol style="list-style-type: none"> <li>Instant report or request for support can be achieved using an intercom system installed in all classrooms or special rooms</li> <li>More efficient support can be given to students, teachers or staff members at almost every corner of the school campus</li> </ol>	Installation of an intercom system with terminals at every classroom and special room.	<ol style="list-style-type: none"> <li>Over 70% positive responses from teaching staff over this intercom system</li> <li>General observation confirming the usefulness of the intercom system being able to enhance quick communication across venues</li> </ol>	\$50,000 purchase and installation of the intercom system, with 2-3 year maintenance	The intercom system can continue to be used after this SSAM project

Inter-communication among staff members and online admin procedure	<ol style="list-style-type: none"> <li>1. Teaching staff can shared almost instant messages and information</li> <li>2. Staff can share school news efficiently</li> <li>3. Staff can register attendance or reservation of venues efficiently</li> </ol>	Purchase of handy tablet devices with suitable applications, for every teaching staff member for use on school campus, for inter-personal communication about work items, and for taking attendance before lessons, for reservation of school revenues, etc.	<ol style="list-style-type: none"> <li>1. The device and related applications can practically achieve the tasks expected</li> <li>2. Over 70% positive responses from teaching staff over the use of handy tablet devices for the designed purpose</li> </ol>	\$150,000 purchase of tablet devices with suitable applications, plus 2-3 year maintenance <i>(Note 2)</i>	The intercom system can continue to be used after this SAM improvement project
			Total Expenditure	HK\$250,000.00	

Note:

1. In the original plan (dated on 25.11.2016), there was mistaken estimation of the expenditure on the purchase of an application / electronic platform for issuing parents letters and also the need to employ a temporary technical staff member to facilitate the transition from traditional printed parents letters to electronic letters. When we started to explore the products and suppliers, we discovered the price was not very high and there was no real need for the temporary technical staff.
2. The purchase of tablet devices for teaching staff is at an exploratory stage. We still need further discussion among teaching staff.

Principal: Chan Wing Kit  
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