Name of School: <u>SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)</u>   **(District: <u>YTM</u>   )**

Work Plan on the Use of Strengthening School Administration Management Grant
(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
<u>After reviewing the operation of the school, the measures below will be devised to enhance the overall effectiveness in student support/teaching-related administrative work,especially in reducing the administrative workload of accessing/retrieving student information through upgrading the relevant hardwares.</u>

Area[1]	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
<u>student support /teaching-relate d administrative work</u>	To enhance the administrative effectiveness and reduce administrative workload of accessing/retrieving student information through upgrading the relevant hardwares	Upgrade the workstations and the associated network device so as to store/retrieve student information efficiently	80 % of the staff opine that the upgraded workstations and the associated network device can enhance the efficiency of the administrative work of accessing/retrieving student information	1. $ 150,000 Cost for upgrading the workstations 2. $ 100,000 Cost for upgrading the associated network device	The workstations and the associated network device will continue to be utilized to manage student/alumni information

---

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