

Name of School: W F Joseph Lee Primary School (District: Tin Shui Wai)

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 teacher:

Objective

After reviewing the operation of the school, the measures below will be devised to enhance the overall website information is up-to-date. Subject panel reduce many upload webpage time. In ECA program, this system enhance the procedure in student apply the ECA activities, and the teacher-in-charge will reduce more workload in ECA activities.

Area	Expected Results	Item	Evaluation Criteria	Budget	Sustainable Development Plan
Information Management and Communications	<ul style="list-style-type: none"> ● Help Subject Panels update their website. ● Take photo and video of school activities ● More time for teachers' meetings and better teaching quality 	Assistant IT Technician for 1 year	<ul style="list-style-type: none"> ● Positive feedback from parents on the website updates ● 70% of the teachers are satisfied with the quality of the videos and photos taken by him/her. 	Total: \$163,800	Regular practice to enhance the communication and network among stakeholders and outsiders.
Information Management and Communications	<ul style="list-style-type: none"> ● Online registration of the ECA and school team ● Take ECA attendance by mobile phone 	ECA registration system and attendance system	90% students enroll the ECA activities though this system	Total: \$195,000	ECA, MI and school team attendance record export to our ePortfolio system

* Over budget will use the school fund