

Name of School: St. Paul's College

(District: Central, Western and Southern)

Work Plan on the Use of Strengthening School Administration Management Grant ¹

We, St. Paul's College, 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 College, the measures below will be devised to enhance the process of marking students' attendance, streamline the workflow of monitoring the students' body temperature and increase the effectiveness in the administrative work of accessing / retrieving student / alumni information.

Area ²	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Administrative procedure and framework / mechanism	<ul style="list-style-type: none">• Saving manpower for handling class registers• Facilitating the timely provision of attendance records for teachers and parents	Procure an electronic system for processing students' attendance records	<ul style="list-style-type: none">• Form Teachers and administrative staff input and update details of students' attendance to the system• Useful summaries of students' attendance generated• Quick access of students' attendance	\$35,200	The system will continue to be utilized and be fully implemented if the student smart card system is used
	<ul style="list-style-type: none">• Raising the awareness of staff and students on their own health condition	Procure the infra-red thermo-imaging machines at the school entrances to provide images and detect anyone with body temperature above the normal range	<ul style="list-style-type: none">• Body temperature records at the main entrance• Spot checks by duty teachers• Students follow the guidelines if their body	\$100,000	The machines will continue to be used to provide thermo-images

	<ul style="list-style-type: none"> Ensuring a safe learning and teaching environment 		temperature exceeds the normal range		
	Enhancing the administrative effectiveness and reducing administrative workload in documents routing and student information management through the use of electronic system	Procure an electronic document management system (DMS) of high security and efficiency with access rights granted as appropriate to store / retrieve student information systematically, as well as appropriate security management procedures laid down to protect data	<ul style="list-style-type: none"> Student information can be digitalized and a framework with index system can be created to facilitate the managing, distributing, storing, and retrieving of student information; and related procedural guidelines can be established 75% of the staff using the electronic DMS opine that the system can enhance the efficiency of the administrative work of student information 	\$85,000 (for electronic DMS) \$100,000 (outsourcing fee for digitalizing and recording the student information)	<ul style="list-style-type: none"> The electronic DMS will continue to be utilized to manage student / alumni information Staff in the College will continue to assist the enhancement and management of student / other information; they will also continue to adopt and update related guidelines
Total:				\$320,200	