Marymount Primary School

Work Plan on the Use of Strengthening School Administration Management Grant

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Information Management and Communications	• To disseminate the latest information and happenings to parents and teachers in more efficient and swift manner as well as to streamline administrative procedures in handling reply slips.	• Subscribe to **eClass Parent and Teacher Apps** site license for 2 years	• Important messages to parents can immediately be disseminated to parents/teachers via the parent/teacher apps. • Notices to parents and replies from parents can be channeled via the Parent Apps. • The labour and material cost arising out of printing notices and handling reply slips can be reduced.	$43,500	• The subscription cost will be supported from regular school funds, i.e. the CITG.
	• To provide visitors with different presentations of the website contents by adjusting layouts automatically according to the devices being used. • To enhance communication with different stake holders.	• A new **Responsive website** and page layouts will be built for displaying different contents on different mobile devices.	• Completion and implementation of the Responsive website. • The content of the Website can be updated easily by the Web admin.	$25,740	• One-off development cost
	• To lessen the workload on server maintenance and backup routine.	• Reallocate the **eClass server on the Cloud**	• Completion of reallocation • The performance of eClass is stable	$36000 (2 years)	• The subscription cost will be supported from the regular school funds, i.e. the CITG.

Supporting the Administrative Work Related to Students/Teaching + Information Management	• To enhance the access of online book searching and information. • To enable teachers to keep track of the reading history and habits of students	• Procure a **book management syste**m for easy book searching and consolidating students' reading records.	• Book catalog and related information can be searched online by students & teachers. • Records of reading history can inform further development of the Library.	$9,500 (Software) $7,400 (Maintenance Service for 2 years)	• One-off Procurement • The maintenance cost will be supported from the regular school funds.
Supporting the Administrative Work Related to Students/Teaching + Financial Management	• To enhance the process of the collection of fees from students. • To automate the recording system in keeping detail records of all the transactions	• Procure and install an **electronic payment system**, with detail records of all the transactions, for students to pay fee.	• The time and labour cost arising out of fee collection can be reduced.	$40,000	• One-off installation fee • The subscription cost will be supported from the regular school funds.
Administrative Procedure	• To facilitate the collection of data for staff management/ development • To serve as a platform for keeping staff's personal data	• Procure an **Electronic Appraisal system** to enhance the efficiency in processing appraisals data.	• The efficiency in processing appraisal exercise data is enhanced. • Paper used is reduced.	$45,000	• The maintenance cost of the electronic systems will be supported from the regular school funds.
	• To enhance the process of substitute teacher arrangement. • To automate a recording system in substitution.	• Procure an **Electronic teacher substitution system** to minimize the manpower on arranging substitute teachers.	• The efficiency in arranging substitute teacher is enhanced.	$45,000	• The maintenance cost of the electronic systems will be supported from the regular school funds.
			Total	$ 252,140	