

Sacred Heart Canossian College (Southern District)
Use of the Strengthening School Administration Management Grant

The School has read and understands the EDB's stipulations regarding the Strengthening School Administration Management (SAM) Grant, as specified in the Circular Memorandum numbered 21/2016. The following work plan concerning the use of the SAM Grant was drawn up after consultation with teachers and the IMC of the school.

Objective

After reviewing the operation of the school, the measures below will be implemented to enhance the overall efficiency of managing the school and the library. In effect, we aim to create more space and time for teachers to boost student learning and for the support staff to provide a clean and caring environment on campus.

Area	Expected Result	Item	Evaluation Criteria	Budget	Sustainable development Plan
Student Support/teaching-related administrative work	<ul style="list-style-type: none"> ➤ Increased efficiency in managing the library a. Increased efficiency in checking stock and book searches b. Lessen the time for borrowing/ returning books c. Decreased loss of library books 	Upgrading the library system <ul style="list-style-type: none"> ➤ Using the UHF RFID book Label Tags in library management ➤ Using the UHF Handheld RFID Reader to check and search for books ➤ Installing a library security system for exit detention 	<ul style="list-style-type: none"> ➤ 50% reduction in the amount of time spent checking stock ➤ 80% of student librarians find the new stock check procedure more convenient ➤ More time is spent on reading activities developed by the teacher librarian and the library prefects 	<ul style="list-style-type: none"> ➤ HK\$199,800 	<ul style="list-style-type: none"> ➤ Continue to adopt the library management system ➤ Training on the operation of the library system will be provided for the new student librarians ➤ Clear guidelines on the use of the self check in/out system will be posted in the

		<ul style="list-style-type: none"> ➤ Setting up a self check in/out kiosk ➤ Adopting Library System Sip2 Migration with SLS 	<ul style="list-style-type: none"> ➤ The teacher librarian/library assistant can provide more library-related support on learning and teaching to different departments and students ➤ 70% of library users find that they spend less time borrowing and returning books ➤ A reduction in the loss of books 		<p>library</p> <ul style="list-style-type: none"> ➤ The maintenance fee will be charged from EOEBG
Student Support/teaching-related administrative work	<ul style="list-style-type: none"> ➤ Increased efficiency in printing ➤ Decreased errors in folding ➤ Reduced workload for the support staff 	<p>Installation of a new printing machine with the following functions:</p> <ul style="list-style-type: none"> ➤ massive printing ➤ multi-purpose folding ➤ corner, booklet and punch stapling 	<ul style="list-style-type: none"> ➤ 80% of teachers find the printing service provided by the school office has improved ➤ 80% of the staff concerned find that errors in folding examination/test papers have 	<ul style="list-style-type: none"> ➤ HK\$50,124 	<ul style="list-style-type: none"> ➤ The rental fee will be charged from EOEBG ➤ Training on how to operate the printing machine will be provided for two more members of the support staff in the office, apart from the janitor staff

			<p>decreased</p> <ul style="list-style-type: none"> ➤ 70% of the support staff find that they can spend more time on other duties such as school cleanliness, as a result of being released from printing-related duties 		
School Premises Management	<ul style="list-style-type: none"> ➤ Improved security in the school 	<p>Installment of CCTV in the following areas of the school campus</p> <ul style="list-style-type: none"> ➤ Facing Pokfulam Garden ➤ Facing Chi Fu carpark 	<ul style="list-style-type: none"> ➤ The school buildings facing Pokfulam Garden and Chi Fu carpark are well guarded by CCTV 	<ul style="list-style-type: none"> ➤ HK\$26,000 	<ul style="list-style-type: none"> ➤ The maintenance fee will be charged from EOEBG ➤ Apart from the IT technician, briefing on the operation of the CCTV system will be provided for two clerical staff members in the school office