

**Po Leung Kuk Vicwood K.T. Chong Sixth Form College**

**Work Plan on the Use of Strengthening School Administration Management Grant (2016-2018)**

Area	Expected results	Item	Evaluation criteria (indicator)	Budget	Sustainable Development Plan
Teaching-related administrative work	<ul style="list-style-type: none"> <li>• To enhance the effectiveness of and reduce the workload of teachers in marking multiple-choice questions (MCQs) in assessments</li> <li>• To facilitate the use of data in assessment of and for learning in subjects with the performance reports generated by the optical marking recognition (OMR) software</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase the required licence for installation of OMR software (2 computers)</li> <li>• Purchase / Rent a scanner-copier which is compatible with the OMR software</li> <li>• Purchase the relevant maintenance service of the scanner-copier</li> </ul>	<ul style="list-style-type: none"> <li>• The use of OMR system in more than 90% of test and examination papers with MCQs (report)</li> <li>• 90% of teachers are of the opinion that the OMR system can enhance the effectiveness of and reduce the workload of teachers in marking MCQs in assessments (questionnaire)</li> <li>• Students' learning difficulties / weaknesses can be identified in 80% of the subjects with the use of the OMR system (report, questionnaire, subject minutes)</li> <li>• 80% of teachers are of the opinion that the OMR system can help them and the students identify the weaknesses in learning, thus making improvement in the area (report, questionnaire, subject minutes, subsequent test/exam evaluation)</li> </ul>	\$18,000	<ul style="list-style-type: none"> <li>• The system will continue to be utilized in analyzing students' learning performance in different areas</li> <li>• Teachers can utilize the reports in fine-tuning teaching strategies and devising better measures to help students' learning</li> </ul>

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Student support administrative work	<ul style="list-style-type: none"> <li>• Students with a fever coming to school can be spotted at the school entrance during the outbreak of fever-related infectious diseases.</li> <li>• Vigilance measures can be stepped up accordingly and timely prior to possible outbreak. It is anticipated that staff can save time on measuring/checking students' body temperature</li> </ul>	<ul style="list-style-type: none"> <li>• Install a thermal imaging camera at the school entrance to check the body temperature of students when they come to school in the morning during vigilance periods announced by EDB</li> </ul>	<ul style="list-style-type: none"> <li>• School can effectively use the new device to acquire a quick and large area check of students' body temperature</li> </ul>	\$40,000	<ul style="list-style-type: none"> <li>• Staff or teachers can use this device to substitute the conventional way of using a handheld infrared thermometer to measure students' body temperature one by one or relying on parents' declaration.</li> <li>• It is more time effective and reliable, and can go on being used for a number of years</li> </ul>
	<ul style="list-style-type: none"> <li>• To increase the surveillance areas which are the blind spots where students may misbehave</li> </ul>	<ul style="list-style-type: none"> <li>• Install more CCTV cameras in different blind spots with or without previously installed cameras</li> </ul>	<ul style="list-style-type: none"> <li>• Strengthened surveillance deters students from violating school rules. Hopefully, disciplinary problems in existing blind spots can be reduced</li> </ul>	\$49,000	<ul style="list-style-type: none"> <li>• The surveillance system allows disciplinary teachers to realize the trends and patterns of disciplinary problems committed</li> <li>• Timely measures can be introduced when necessary to tackle the emergence of particular problems and regular evaluation is to be conducted</li> </ul>

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Electronic Information Management System	<ul style="list-style-type: none"> <li>• To enhance the administrative effectiveness and to reduce the workloads in information dissemination by using electronic systems (e.g. Mobile Apps).</li> <li>• Electronic messaging system can enhance communication between parents and school (e.g. during bad weather seasons).</li> </ul>	<ul style="list-style-type: none"> <li>• Outsource to vendor to develop tailor-made mobile Apps and the corresponding management system</li> </ul>	<ul style="list-style-type: none"> <li>• All documents to be digitized to facilitate the use of mobile Apps.</li> <li>• The new mobile Apps can be used to send over 70% of our documents / circulars / parent letters to parents.</li> </ul>	\$150,000	<ul style="list-style-type: none"> <li>• Seek funding to cover the annual cost of using the Apps</li> <li>• Parents may need to share the costs in future</li> <li>• Evaluation will be conducted in due course to further improve the effectiveness of the system</li> </ul>

Total : \$257,000  
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Date: 1 September 2016