

Name of School: United Christian College (Kowloon East)

(District: Kwun Tong)

Work Plan on the Use of Strengthening School Administration Management Grant

We (United Christian College (Kowloon East)) have read and understood the stipulations stated in the EDB Circular Memorandum No. 21/2016 on Strengthening Administration management (SAM) Grant. The following work plan on the use of the SAM Grant is drawn up after consultation with the teachers:

Objective

To reduce the administrative work by using electronic system for:

- Consolidate the school inventory report
- Consolidate the alumni updated information for future communication
- Consolidate the academic performance results of students

Item/strategies	Expected results	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
To optimize and finalize the asset management procedure of our school and complete regular reports	To supervise the situation of current asset of our school more efficiently, take stock systemically and administer them into reports for our School Management Committee	To administer the asset record since the foundation of our school on or before 31 August 2017	\$200,000 for the salary of School Admin assistant (3 years)	From now on, the school admin assistant should take record and take stock through School Assets Management System according to the procedure.
To administer contact information of previous alumni/our graduates	To consolidate the graduates the most updated information and strengthen the communication between our school and the graduates	To administer our graduates information for the past 5 years on or before 31 August 2017		Each year our graduates register/update their personal information through eClass Alumni system. Our school will also take initiative to contact with alumni through the platform.
Effective use of students' achievement for analysis	It enables subject teachers to lead the development of different subjects. Hence, subject teachers can also oversee and analyze students' academic results for stipulating applicable strategies.	Subject teachers are able to use the analysis system to supervise students' learning overview in order to stipulate some learning enhancement strategies.	\$50,000 for Student Data Analysis System	When there are statistics on our school results and DSE results every year, our school admin assistant will import the data into eClass SDA system, in order to be checked up simultaneously and analyzed by our specialized teachers.