

COGNITIO COLLEGE (KOWLOON) (DISTRICT-WONG TAI SIN) (Revised)

Work Plan on the Use of Strengthening School Administration Management Grant

Objectives:

After reviewing the operation of the school, the measures below could improve the student record system and reduce the non-teaching work load of teachers especially for relocation of the school premises.

Area ¹	Expected Results	Item	Evaluation Criteria	Budget	Sustainable Development Plan
Information Management	All the student records, are stored in digital format so as to facilitate the preparation of student learning portfolio.	e-Student Record System	Student records could be searched according to the student ID.	2016/18 school year: \$72,254	The system is fully utilized in the coming years to prepare student transcripts.
Information Management	Inventory of the school could be recorded in e-format.	e-Inventory	The record of inventory could be searched efficiently from record.	\$33,000	The inventory record could be updated every year.
Student record and Communication with Parents, Teachers and Students	Attendance records of students and staff are in digital format. Administration work load of teachers can be reduced with the use of e-circular.	e-Attendance, Parent App, Teacher App & Student App	Form-teachers and parents could have a clear record of the attendance of students. Percentage of reply of e-Circular from parents will increase year by year.	e-Attendance system: 1) Students -\$37,000 2) Teachers-\$28,200 Parent Apps -\$19,000/yr Teacher Apps -\$5,000/yr Total: \$89,200	The record of attendance is convertible to WebSAMS data . Administration work load of teachers can be reduced with the use of e-circular.
Administration work	The work load of staff on school relocation can be relieved.	Hiring a temporary clerical staff for 4 months	The clerical staff takes up some administration duties so that the existing staff could spare time on school relocation.	(\$13,270/month + MPF) X 4 months Total: \$55,734	With reducing work load after using the e-inventory, e-attendance and parent app, the manpower could be more efficiently used.

Total: \$250,188

Signature of Supervisor: _____

Mr. Poon Shun Kwok

Date: 19 April, 2018