

Name of School: YMCA OF HONG KONG CHRISTIAN COLLEGE (District: ISLANDS)

Work Plan on the Use of Strengthening School Administration Management Grant

(To be uploaded on the school's homepage before end-October 2016)

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

Objective

After reviewing the operation of the school, the measures below will be devised to enhance the overall effectiveness in student support/ teaching related administrative work, especially in reducing the administrative workload of accessing / retrieving student information and to streamlining the workflow of student information management and student support through development and further refinement of current online Virtual Learning Environment, mYnet.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Student support /teaching related administrative work	- To enhance the administrative effectiveness and reduce administrative workload in preparing documents and reports in assessing students' learning progress, managing student	- Develop new modules on the current virtual learning environment system, mYnet, a current online platform to manage student information, learning activities and provide communication channel between the school and parents. The new modules to be developed are Extracurricular (ECA) module, Online	- For the ECA module, student information can be stored, generated and retrieved efficiently when organizing any activities or communicating with parents and students regarding ECA events and competitions. The administrative paper work can be highly reduced. - For the Admission Module, applicants can apply through the	ECA Module \$70,000 Online Admission Module \$100,000 Development and refinement of learning progress and generating	- The new modules on mYnet will continue to be utilized to manage student / alumni information.

¹ Examples: Administrative procedure and framework / mechanism, financial management, student support / teaching-related administrative work, information management and communications, and school premises management.

	<p>information when organizing activities and facilitate the admissions process through the use of an electronic system.</p>	<p>Admissions Module and further development of monitoring students' learning progress and refinement of report generator. It aims to develop an electronic system with high security, efficiency and eco-friendliness with access rights granted as appropriate to store/retrieve student information systemically and efficiently.</p>	<p>online platform and the relevant information can be digitalized and a framework with index system can be created to facilitate the managing, distributing, storing and retrieving of student information; and related procedural guidelines can be established.</p> <p>- For the development of monitoring students' learning progress and refinement of report generators, teachers and students can access to up-to-date learning performance / progress effectively; different types of internal academic reports / statistics can be generated with students' assessment records for evaluation and analysis of students' learning progress and performance.</p>	<p>internal academic reports \$150,000</p>	
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Signature of Supervisor : _____

Name of Supervisor : Mr. Peter HO

Date : _____