

Name of School: SKH Lam Woo Memorial Secondary School (District: Kwai Tsing)

**Work Plan on the Use of Strengthening School Administration Management Grant**

We (the School) have read and understand 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 the teachers:

**Objective**

After reviewing the operation of the school, the measures below will be devised to enhance the overall administrative efficiency of the school and create more room for teaching and learning.

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Academic administration	Enhance efficiency in data processing and reduce teachers' workload	Friendly Portal System (Homework record and venue booking system)	- Teachers' feedback on the efficiency - Shortened working time of staff	\$47,160	Further streamline of work and reduction of administrative work of teachers
Academic administration	Reduce teachers' workload	Exam invigilation software	Ditto	\$20,000	Ditto

Remark: the remaining fund \$182,840 will be used in the next academic year(17/18)