

## Queen's College

### Strengthening School Administration Management (SAM) Grant

#### Purposes

- To support schools to strengthen administration management
- To relieve teachers' administrative work, thereby unleashing teachers' capacity to enhance teaching and to cater for the needs of students

#### Nature of the Grant

- A one-off cash grant at the amount of HK\$250,000
- Any unspent balance of the allocation will lapse by 31 August 2018 and cannot be used for other purposes
- May deploy the surplus of the Expanded Subject and Curriculum Block Grant to cover the deficit

#### Teachers' Survey on the use of SAM Grant

How far these items would be helpful to you if we adapt the following? (5-strongly agree, 1-strongly disagree)	Mean Score	Rank
E-circular	4.38	1
E-enrollment	3.21	
E-payment	3.76	4
E-portolio	3.79	3
E-student record card	3.86	2
E-inventory	3.36	

#### Proposal

Based on the teachers' survey, a **New Intranet System** with multi-functions has been proposed.

- To provide an electronic platform for communication between school, teachers, parents and students
- To prepare more comprehensive students' portfolios
- To reduce teachers' paperwork

The new intranet system would be composed of a few items.

Extra-curricular Activities System	<ul style="list-style-type: none"><li>● Tailor made Enrollment System</li><li>● Activity Setting</li><li>● Enrollment List</li><li>● Teachers' Comments</li></ul>
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Award & Discipline System	<ul style="list-style-type: none"> <li>● Management of conduct, award &amp; punishment, and case records</li> <li>● Auto-calculation and conversion of conduct mark</li> <li>● Detention arrangement and scheduling</li> <li>● Statistics and Reports</li> </ul>
Student Attendance Management System	<ul style="list-style-type: none"> <li>● Different time-zone setting</li> <li>● Supporting weekly or day-cycle calendar</li> <li>● Outing or leave record</li> <li>● Report generation</li> <li>● Preceptorial reminder</li> <li>● Attendance check accessible by student and parent users over the web</li> </ul>
Smartphone App for School-Parent Communication	<ul style="list-style-type: none"> <li>● For iOS / Android</li> <li>● App developed for school parents to view school information/announcement/event/homework list related to their children</li> <li>● Message notification pushed to parent's smartphone</li> <li>● Parents able to sign back notices to school</li> <li>● Daily attendance record pushed to parent's smartphone</li> <li>● ePayment records and student's account balance displayed on parent's smartphone (if ePayment module used)</li> </ul>
Smartphone App for Teacher	<ul style="list-style-type: none"> <li>● For iOS / Android</li> <li>● App developed for teachers to view school news and events</li> <li>● Message notification pushed to teacher's smartphone</li> <li>● Teachers able to sign back circulars to school</li> <li>● Teachers able to take student attendance</li> <li>● Teachers able to use intranet mail's basic functions</li> <li>● Teachers able to check notice records for their classes</li> </ul>
System Hosting on the Cloud	<ul style="list-style-type: none"> <li>● System Hosting Subscription Service <ul style="list-style-type: none"> <li>■ 100GB storage</li> <li>■ Backup Service</li> <li>■ System Maintenance</li> </ul> </li> </ul>
Student Data Analysis	<ul style="list-style-type: none"> <li>● Internal and external academic results</li> <li>● Trace students' performance over the years</li> <li>● Compare students' performance among classes</li> <li>● Teachers can adjust their teaching strategies and thus enhance teaching effectiveness</li> <li>● Integrated with iPortfolio</li> </ul>
iPortfolio	<ul style="list-style-type: none"> <li>● Collect data in different modules to prepare students' portfolio</li> <li>● A comprehensive assessment tool for both teachers and students</li> <li>● Help formulate school-based strategies like competence, personal growth, CLP</li> </ul>

## Proposed Work Plan

June 2016	Inviting Tender
July 2016	Confirming service provider
August 2016	Installation
September - December 2016	<ul style="list-style-type: none"> <li>• System testing and fine tuning</li> <li>• Training for administrators</li> <li>• Workshops for all teachers and staff</li> </ul>
February 2017 (Start of 2 <sup>nd</sup> Term)	<ul style="list-style-type: none"> <li>• Introducing the new system to all students</li> <li>• Distributing the parents' account information on Parents Day</li> </ul>
Feb - July 2017 (2 <sup>nd</sup> Term)	e-circulars and e-notices for parents and teachers
April 2017	Mid- year evaluation on the new platform
July & August 2017	<ul style="list-style-type: none"> <li>• Overall evaluation on the new platform</li> <li>• Preparation for new school year</li> </ul>
September 2017	<ul style="list-style-type: none"> <li>• Fully utilizing the modules in the system (such as ECA, eDiscipline, iPortfolio and Student Data Analysis)</li> </ul>

## Proposed Budget

Module	Cost*
Student Data Analysis	\$50,000/one-off
eAttendance	\$29,216/one-off
eEnrollment	\$31,955/one-off
eDiscipline	\$31,955/one-off
iPortfolio (S1 – S3)	\$4,400/one-off + \$60x144x3 = \$30320
eClass Parent App	\$18,000 (1 year)
eClass Teacher App	\$3,750 (1 year)
eClass on the Cloud	\$48,000 (3 years)
Total :	\$243,196

\*Cost including 3% service charge of using purchasing card

## Evaluation Mechanism

1. Evaluation meeting with service provider
2. Questionnaires to collect
  - Teachers' feedback
  - Parents' feedback
  - Students' feedback