Strengthen School Administration Management Grant

--- Installation of School intranet (eClass Platform)

Report on implementation of work plan

June 2016	Inviting Tender
July 2016	Confirming service provider
August 2016	Installation - eClass Platform - Student Data Analysis - eAttendance - eEnrollment - eDiscipline - iPortfolio (S1 – S3)
September – December 2016	- System testing and fine tuning of the platform - Training for administrators of different modules - Workshops for teachers and staffs
February 2017	- Introducing the new system to all students - Distributing the parents' account information on Parents Day - Manuals were upload to the intranet for parents
February to July 2017	- eCirculars and eNotices for parents and teachers
July 2017	- Evaluation on the new platform
August 2017	- Preparation for new school year - Update the students' and parents' accounts - Update school information (Subjects, school calendar and resources)
September 2017 – July 2018	- Fully utilizing the modules in the system - Enrollment of ECA - Taking Attendance - Booking resources - Discipline records - Student Data Analysis - Introducing the systems to the Junior Form students - Manuals were upload to the intranet for teachers and parents. Hard copies were distributed to parents at the start of September.
February 2018	- Inform parents the arrangement of eNotices - Setting up help desk for parents to install Parent App on their smart phones.
April 2018	- All notices and circulars were issue through the eClass platform, no hard copies was distributed to teachers and parents.

Evaluation

Teachers	- Over 95% teachers use Teacher App to receive push notice from school. - All of them can read the school circulars on the eClass platform.
Parents	- About 75% parents install Parent App to receive put notice from school. - Over 80% of S1 to S3 parents reply the eNotices through the platform. - Only 60% S4 to S5 parents reply the eNotices through the platform. - 100% parents receive the eNotices through the platform.
Students	- About 50% students install Student App to receive messages from school. - 100% of students receive the messages and eNotices from school.

Expenditure

Module	Cost (HK$) (including 3% service charge of using P-card)
Student Data Analysis	50,000 / one-off
eAttendance	29,216 / one-off
eEnrollment	31955 / one-off
eDiscipline	31955 / one-off
iPortfolio (S1-S3)	4400 / one-off + $60 x 144x 3 = 30,320
eClass Parent App	18,000 per year
eClass Teacher App	3,750 per year
eClass on the Cloud	48,000 for 3 years
eClass Teacher App (Sept. 2018 – Aug. 2020)	$6800 / one-off

(A)	Allocation for 1-4-16 to 31-8-18	:	$ 250,000.00
(B)	Surplus carried forward	:	$0.00
(C)	Total Expenditure for the period 1-4-16 to 15-6-18	:	$249,996.00
(D)	Unspent Budget up to 15-6-2018 (A+B-C)	:	$4.00

Signature: _____ Date: 19-6-2018