

Name of School: HKMA David Li Kwok Po College (District: Yau Tsim Mong)

Work Plan on the Use of Strengthening School Administration Management Grant

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 the teachers:

Objective

To support administrative work in teaching departments and Science-Technology-Engineering-Mathematics (STEM) Education

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Teaching-related administrative work, information management and communications	<ul style="list-style-type: none">To reduce the administrative workload of teachers and enhance the development of STEM Education.	<ul style="list-style-type: none">To employ a teaching assistant to handle the administrative work in teaching departments and support work related to STEM Education.	<ul style="list-style-type: none">75% of teachers agree that their administrative workload has been reduced.75% of teachers in the STEM Education Team agree that the administrative work related to STEM Education is streamlined and reduced.Resources related to STEM Education are properly managed and supported.	\$250,000 (Sep 2016 – Aug 2018)	<ul style="list-style-type: none">The school will use its own fund to continue work in this area.