

Name of School: Ying Wa Girls' School (District: Central & Western)

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 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 Information Management and Communications in the new campus on Robinson Road.

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Information management and communications	To enhance internal communication in school and external communication with various stakeholders.	Telephone & Voice Mail System with IP Phones for staff and at various locations.	Over 70% of the staff opine that the telephone system can enhance the internal and external communication.	\$250,000	The Telephone System will continue to be utilized for daily communication.

Signature of Supervisor : _____

Name of Supervisor : Rev. Wu Ping Kit

Date : 17 October 2016