

Name of School: Wah Yan College, Hong Kong

(District: WanChai)

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

The measures below will be devised to enhance the overall delivery of Life Education and Environmental Education in the School

1. Revamp of Life Education curriculum and development of teaching materials
2. Refinement and implementation of our school-wide plan on Environmental Education and Protection

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Teaching and student-development-related administrative work	To enhance the administrative effectiveness and reduce administrative workload in <ul style="list-style-type: none"> ● Revamp of Life Education curriculum and development of teaching materials ● Refinement and Implementation of Environmental Education and Protection plan 	Employ an Administrative / Teacher Assistant to support <ul style="list-style-type: none"> ● Revamp and Development of a Life Education curriculum of high efficiency such that teachers could adopt them easily and systematically ● The work related to the implementation of our Environmental Education and Protection Plan. 	<ul style="list-style-type: none"> ● More than 75% of teachers could use the materials developed to teach effectively with less preparation time than currently. ● Over 50% of students will be aware of some aspect of the environmental education and protection plan of the school. Of these students, over 75% agreed that they are not more conscious of environmental protection and made some changes to their 	\$350,000 Salary for an Administrative / Teacher Assistant for 24 months (MPF included). The grant will cover \$250,000 and the school will bear the rest using its own funds.	<ul style="list-style-type: none"> ● Our teachers will continue to use the Life Education curriculum and teaching materials in the future. ● Our teachers and students will continue to implement the fine-tuned plan on Environmental Education and Protection on a regular basis.

¹ Examples: Administrative procedure and framework/mechanism, financial management, student support/teaching-related administrative work, information management and communications, and school premises management.

			life style or habits to protect the environment.		
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Signature of Supervisor : *Stephen Chow, S.J.*
Name of Supervisor : Fr. Stephen Chow, S.J.
Date : 17.9.2016