

2011/0125

Part C (Project Details)

1) Background of the school

King's College (KC) was founded on its present site in 1926 and is basically a boys' school with a few girls admitted to Secondary 7. With a glorious history of over 85 years, it has graduates excelling in all walks of life and all over the world. It is operated by the Education Bureau of the Government of the HKSAR. It has an enrolment of about 1140 students and operates 33 classes from S1-S7. There are 70 teaching staff including the principal. The school has a good academic reputation with intake of Band 1 students. The school missions are to help each student discover and develop his potential fully, to promote his development as a whole person by providing a balanced education in the moral, intellectual, physical, social and aesthetic spheres and by providing a learning environment that is disciplined, stimulating and forward-looking. The School has built a high-speed computer network to facilitate information exchange and school administration. More applications to utilize the existing network to support school administration will be explored.

2) Needs assessment

Besides teaching and learning, the administrative duties of teachers have always been heavy. In particular, class teachers have to take attendance twice daily and carry out follow-up work, such as keeping and updating record of attendance and collect various types of fees, such as SMI fee, ECA fee, house fee, numerous fees collected for activities organized by the PTA throughout the whole school year. It is estimated that on average, class teachers spend at least 2-3 hours per week on these administrative duties and in the busiest month, September, up to 4-6 hours per week are required. Discipline teachers and the office staff also have to spend a significant amount of time on handling records of absence, lateness and early leavers, etc. The estimated time spent is around 6-8 hours per week for them.

In view of the tremendous workload of teachers, who are spending extra effort on the new senior secondary curriculum as well as providing support for enhancing the overall academic performance of the students, the school decides to employ new technology to streamline administrative work, so that teachers can focus time and effort on enhancing teaching and learning effectiveness.

3) Expected functionalities of the new technology system

The system will be installed in the school to help reduce the workload of teachers. It can deliver the following two main functions:

- a) Attendance taking of students
 - Record the date and time of student attendance and lateness
 - Report and help to monitor the student attendance record
 - Online record update and enquiry
 - Generate summary report for student attendance
 - Export features for updating school database application
- b) Fee collection
 - Electronic monetary transaction for school fees
 - Instant or delayed receipt printing function
 - Detailed transaction record and summary report
 - Online information update and enquiry

The other functions of the system may be utilized later when both teachers and students are well acquainted with the system.

4) Implementation plan

	Task
Jun 2012	Preparation work for installation, tendering exercise and liaison work within school and with the contractor
Jun 2012	Procedure for attendance taking and fee collection with the new system
June 2012	Organize briefing sessions for teachers
June-July 2012	Installation work
July 2012	Organize briefing sessions for students and trial run of the system
Sept 2012 – Jan 2013	Hiring of Computer Technician
Sept 2012	Collection of fees and attendance taking using the new system
Feb-Mar 2013	Evaluation on the administrative procedure and the effectiveness of the new system

Three smart card readers will be installed at the main entrance and two payment readers will be setup at the location (playground) that facilitates efficient collection of fee. (See appendix)

5) Budget plan

I. Facilities / Service cost				
		Unit cost(\$)	Qty	Amount(\$)
(a)	Smart Card Campus Management system with Student Time Attendance and Payment System modules (incl. software and hardware installation, 1 year annual maintenance and training services)	40,500	1	40,500
(b)	Smart Card Attendance Reader	7,000	3	21,000
(c)	Smart Card Payment Reader	5,500	2	11,000
(d)	Thermal Receipt Printer	3,500	2	7,000
(e)	Payment Reader License	2,000	1	2,000
(f)	Mobile attendance taking system	5,000	1	5,000
(g)	Server	23,500	1	23,500
(h)	Notebook Computer	8,000	2	16,000
(i)	Conduits and wiring	16,100	1	16,100
			Sub-Total:	142,100

II. Staff Cost (Post: 1 Technician)	Amount(\$)
\$8,000 per month (incl. 5% MPF) x 5 months	40,000
Sub-Total:	40,000

Contribution Breakdown			
	School Contribution		QEF Grant Sought
	Amount	Source	
Facilities / Service Cost	\$71,050	Office furniture & equipment grant	\$71,050
Staff Cost	\$0	-	\$40,000
Audit Fee	-	-	\$3,950
Total grant requested from QEF:			\$115,000

6) Evaluation plan

a) Performance indicators

- (i) Teacher's time spent on collecting and handling student fee payments to be reduced by at least 30%.
- (ii) The time for teachers responsible for processing the attendance record should be reduced by at least 30%.

b) Outcome measurement

- (i) Conduct a survey to find out whether the performance targets have been achieved, or not.
- (ii) Collect feedback from teachers concerned to enhance the effectiveness of the system.
- (iii) The logistics involved will be reviewed regularly to further streamline the administrative work.

7) **Maintenance plan**

12 months free maintenance services will be provided by the service provider. The annual maintenance cost after 12 months will be borne by the school. All transaction fees will be borne by the school.