



# 家庭與學校合作事宜委員會 Committee on Home-School Co-operation

EDB(HSC)ADM/20/1/3A(2016/2017)

13 September 2016

Dear Principal / Chairperson of Parent-Teacher Association,

## **Parent-Teacher Association Executive Committee Member Training Programme (2016/2017 School Year)**

Every year there are new executive committee members joining the Parent-Teacher Associations (PTAs). Some of them may not be familiar with the operations of PTA. In order to help them better understand the operations of PTA, the Committee on Home-School Co-operation will organize a PTA Executive Committee Member Training Programme. All serving and designated PTA executive committee members of your school are welcome to join. For details of the programme, please refer to the Appendix.

The training programme comprises five sessions. Upon completion of any one of the sessions, each participant will be awarded a Certificate of Attendance. Participants having completed four sessions or more will be awarded a Certificate of Training. To show our appreciation of the active participation of PTAs, a “Q-Mark Parent-Teacher Association Certificate” will be awarded to the PTA with five or more of their serving or designated executive committee members having been awarded the Certificate of Training in the 2016/17 school year.

For application, please complete and return the attached Reply Slip to the Secretariat on or before 7 October 2016 (Friday) by fax at 2710 9970 / 2391 0470. **Applications will be processed on a first-come-first-served basis while late comers will not be entertained.** The Secretariat will notify your school / PTA about the application results in due course.

Please contact Mr Poon Yat-man at 3698 4379 if you have any enquiries.

Yours sincerely,

Mr Henry TONG Sau-Chai, MH, JP  
Chairman  
Committee on Home-School Co-operation