



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

(133) in EDB(HSC)/1/20/1/3A(2020/2021)

5 March 2021

Dear Principal / Chairperson of Parent-Teacher Association,

**Parent-Teacher Association  
Executive Committee Member Training Programme (Webinar)  
(2020/21 School Year)**

The first two sessions of the Parent-Teacher Association Executive Committee Member Training Programme organised by the Committee on Home-School Co-operation (CHSC) were conducted in November 2020. The three sessions originally scheduled for late 2020 were cancelled with a view to minimising the risk of spreading the COVID-19 epidemic in the community and will be held in a **webinar mode** on the following dates in **April 2021**.

Original Date (Cancelled)	Date of Webinar	Topic
27 November 2020 (Friday)	<b>9 April 2021 (Friday)</b>	Session 3 – Finance Issues of PTA
4 December 2020 (Friday)	<b>23 April 2021 (Friday)</b>	Session 4 – Team Building of PTA
11 December 2020 (Friday)	<b>30 April 2021 (Friday)</b>	Session 5 – PTA and Parent Managers

The training programme comprises five sessions. Participants will be awarded a “Certificate of Attendance” upon completion of any one of the sessions, and a “Certificate of Training” upon completion of four sessions or more. To show our appreciation of the active participation of Parent-Teacher Associations (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 2020/21 school year.

The three webinar sessions to be conducted in April 2021 are now open for application. The applicants enrolled in the original sessions are also required to re-submit their application. All serving and designated executive committee members of your school PTA are welcome to join. For details, please refer to the Appendix.

For application, please complete and return the attached Reply Slip to the CHSC Secretariat on or before 26 March 2021 (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 CHSC Secretariat will notify your school / PTA of the application result in due course.

Please contact Mr Simon WONG at 3698 4379 if you have any enquiries.

Yours sincerely,

Mr Eugene FONG Yik-jin  
Chairman  
Committee on Home-School Co-operation