

**Parent-Teacher Association (PTA)
Executive Committee Member Training Programme
(2023/24 School Year)**

Venue:	Lecture Theatre (WB), 4/F, West Block, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong
Time:	6:30 p.m. – 8:30 p.m.
Medium of Instruction:	Cantonese
Course Contents and Dates:	
Session 1 Functions & Operation of PTA and Planning & Organisation of PTA Activities (I)	27 October 2023 (Friday) <u>Contents</u> 1. Roles & Functions 2. Registration, Constitution & Election 3. Executive Committee Members' Duties & Meeting Arrangements 4. Activity Planning & Resources (PTA Sharing)
Session 2 Planning & Organisation of PTA Activities (II)	3 November 2023 (Friday) <u>Contents</u> 1. Parent Education Website: Smart Parent Net 2. Activity Planning & Resources (PTA Sharing) 3. Activity Planning & Resources (Risk Management Matters)
Session 3 Finance Issues of PTA	14 November 2023 (Tuesday) <u>Contents</u> 1. Issues Related to Home-School Co-operation Grants 2. Prevention of Corruption for Purchasing Goods & Hiring Services 3. Issues Related to Financial Management
Session 4 Team Building of PTA and Home-School Communication	24 November 2023 (Friday) <u>Contents</u> 1. Enhanced School Complaint Management Arrangements 2. Home-School Co-operation • Creating a Win-win Situation Together 3. Connecting Parents & Team Building
Session 5 PTA and Parent Managers	1 December 2023 (Friday) <u>Contents</u> 1. Understanding on IMC – Governance Framework and Spirit 2. Parent Managers Election 3. Roles of Parent Managers

Reply Slip

Parent-Teacher Association Executive Committee Member Training Programme (2023/24 School Year)

Name of School : _____

Fax No. : _____ Phone No. : _____

(To facilitate the printing of training certificates, please provide the names of PTA and participants in **BLOCK** letters)

Name of PTA (Chinese) : _____

Name of PTA (English, if applicable) : _____

The following persons would like to apply for the training programme: (Please put a ✓ in the appropriate box of the applied session.)

No.	Name (English Full Name)	Name (Chinese Full Name)	Post in the PTA	Session 1	Session 2	Session 3	Session 4	Session 5	Enrolment Result (To be filled in by the CHSC Secretariat)
				Functions & Operation of PTA, Planning & Organisation of PTA Activities (I) 27/10	Planning & Organisation of PTA Activities (II) 3/11	Finance Issues of PTA 14/11	Team Building of PTA and Home-School Communication 24/11	PTA and Parent Managers 1/12	
1									Accepted/ Not Accepted
2									Accepted/ Not Accepted
3									Accepted/ Not Accepted
4									Accepted/ Not Accepted
5									Accepted/ Not Accepted
6									Accepted/ Not Accepted
7									Accepted/ Not Accepted
8									Accepted/ Not Accepted

Signature of Principal/Chairperson* of PTA : _____

Name of Principal/Chairperson* of PTA : _____

Date : _____

*Please delete where appropriate

Arrangements under Inclement Weather:

The course(s) will be cancelled without further notice when Typhoon Signal No.8 or above / Black Rainstorm Warning Signal is issued by the Hong Kong Observatory at or after 3:30 p.m. on the day of the course(s).