

Sample

(Note: The content of this sample is provided for reference only. Kindergartens may make necessary revisions to it as they deem necessary in the establishment of the Parent-Teacher Association.)

[Date]

Dear Parents,

Establishment of Parent-Teacher Association & Membership Application

With the continued support from parents, our school has sustained growth in the district to provide our children with quality education and a conducive learning environment. To further promote home-school co-operation, we are establishing a Parent-Teacher Association (PTA) to enhance the connection and communication with parents, so that we can work together for the whole-person development of children and enable them to grow healthily with the love and care from home and school.

In this connection, we have completed the preparatory work for PTA establishment and formed the first PTA Executive Committee. Relevant information of the PTA, including the “Parent-Teacher Association Operational Guide”, membership of the Executive Committee and [*schedule of annual PTA events] **【*if applicable】**, has been uploaded to the school intranet for reference.

You are cordially invited to join as a member of the PTA. Please sign and return the reply slip by _____ [date]. For enquiries, please contact [name] at [tel. no.].

QR Code

<The Parent-Teacher Association Operational Guide and relevant documents>

Yours sincerely,

[Signature of PTA Chairman] [Signature of Principal]

[Name of PTA Chairman] [Name of Principal]

Reply Slip

Establishment of Parent-Teacher Association & Membership Application

I am the parent of _____ () of Class _____. I acknowledge the school's establishment of the Parent-Teacher Association. I **will/will not*** join as a member of the Parent-Teacher Association.

*Please delete as appropriate

Parent's Signature:

Name of Parent:

Date: _____