



中華人民共和國香港特別行政區政府總部教育局
Education Bureau
Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

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To: Supervisors / Principals of Kindergartens / Kindergarten-cum-Child Care Centres

Dear Supervisors / Principals,

**Simplified Model for the Establishment of
Parent-Teacher Associations in Kindergartens**

The Education Bureau (EDB) has all along been actively encouraging all schools to set up Parent-Teacher Associations (PTAs), with a view to enhancing the communication between parents and schools, promoting home-school co-operation and parent education, and joining hands to foster students' learning and whole-person development. To encourage more kindergartens (KGs) to establish PTAs, EDB introduces the "Simplified Model for the Establishment of Parent-Teacher Associations in Kindergartens" ("Simplified Model") starting from the 2023/24 school year. The "Simplified Model", available as an option for KGs, can streamline KGs' administrative and clerical work in establishing PTAs, and further support the formation of PTAs in KGs.

Under the "Simplified Model", kindergartens are not required to seek independent registration or draw up a constitution for the PTA. Nevertheless, to ensure smooth and effective operation, KGs must formulate an appropriate school-based mechanism (i.e. "Parent-Teacher Association Operational Guide") according to their school context as the basis for the formation and operation of the PTA. For the basic concepts of the "Simplified Model", steps to establish a PTA under the "Simplified Model", and suggested key contents and sample of the "Parent-Teacher Association Operational Guide", please refer to the Guidelines provided by EDB (see **Annex**).

To let principals and teachers of KGs better understand the key points relating to the

establishment and operation of PTA under the “Simplified Model”, EDB and the Committee on Home-School Co-operation (CHSC) will organise Briefing Sessions on 10 January 2024 (Wednesday) and 16 January 2024 (Tuesday) to introduce the arrangements and details of the “Simplified Model”. We have invited KG principals and their PTA representatives to share their successful experiences in home-school collaboration at the Briefing Sessions. For details of the Briefing Sessions and application matters, please visit the Training Calendar System of EDB (Course ID: [SE0020230286](#)).



In addition, reference materials about the “Simplified Model” and PTAs in KGs, such as Guidelines on the “Simplified Model”, templates of documents, FAQs, promotional video, PowerPoint slides of sharing sessions, etc., have been uploaded to the CHSC webpage at www.chsc.hk/kgpta/en for reference.



For enquiries, please contact the Home-School Co-operation and Parent Education Section of EDB on 3698 4376.

(Ms Mandy HO)
for Secretary for Education

c.c. Chief School Development Officers of all districts

Chief Service Officer of the Joint Office for Kindergartens and Child Care Centres