

Guidelines on the “Simplified Model for the Establishment of Parent-Teacher Associations in Kindergartens”

Introduction

Parents are key stakeholders in the school education process, playing a crucial role in supporting students’ learning as well as fostering their positive values and whole-person development. To enhance the communication between parents and schools and promote home-school co-operation, the Education Bureau (EDB) has all along been actively encouraging secondary schools, primary schools and kindergartens (KGs)¹ to establish Parent-Teacher Associations (PTAs).

2. Given that KGs are generally different from primary and secondary schools in scale, curriculum and mode of operation, the EDB introduces the “Simplified Model for the Establishment of Parent-Teacher Associations in Kindergartens” (“Simplified Model”) starting from the 2023/24 school year, with a view to encouraging more KGs to establish PTAs for better home-school connection and collaboration. The “Simplified Model”, available as an option for KGs, can streamline KGs’ administrative and clerical work in establishing a PTA.

3. This Guidelines document sets out the basic concepts of the “Simplified Model”, provides recommendations on relevant administrative arrangements, and highlights areas for attention. This will assist KGs opting to establish a PTA under the “Simplified Model” in formulating an appropriate school-based mechanism for the formation and operation of the PTA.

Basic Concepts of the “Simplified Model”

4. Under the “Simplified Model”, KGs are not required to seek independent registration² or draw up a constitution³ for the PTA. Nevertheless, to ensure smooth and effective operation, KGs should 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.

¹ Including kindergarten-cum-child care centres.

² At present, PTAs of secondary schools, primary schools and KGs may register as a “society” or a “company” under the Societies Ordinance and the Companies Ordinance respectively. Alternatively, a PTA can be formed and operate within a school without independent registration.

³ Under the current model, all PTAs are required to draft a constitution, which serves as the basis for their operation. In general, the constitution must be adopted at a General Meeting before it becomes effective.

Steps to Establish a PTA under the “Simplified Model”

5. Under the “Simplified Model”, the establishment of a PTA consists of the following three key steps:

Step One: Appoint teachers to form the PTA

- KGs may decide on the number of teacher co-ordinators (e.g. one or two) as appropriate according to their scale.
- KGs may consider assigning designated teachers responsible for leading existing parent volunteer groups or home-school activities as teacher co-ordinators to take charge of matters related to the formation of the PTA.

Step Two: Draw up the “Parent-Teacher Association Operational Guide” and take forward the preparatory work

- KGs may arrange for teacher co-ordinators to discuss the drafting of the “Parent-Teacher Association Operational Guide” at an opportune time, work out a simple timetable and the division of labour, and take forward the relevant preparatory work accordingly.
- KGs should engage parents in drawing up the “Parent-Teacher Association Operational Guide” to make the most of home-school co-operation. If subsequent revisions to the Operational Guide are necessary, KGs should communicate them to parents in a timely manner.
- Suggested key contents for the “Parent-Teacher Association Operational Guide” are set out in paragraph 6 below, and a sample is provided at [Appendix 1](#).
- Teacher members of the Executive Committee are appointed based on school recommendations; whereas parent members of the first Executive Committee can be appointed either by invitation from the school for the sake of facilitating the preparatory work and transition, or through election.

Step Three: Notify parents of the establishment of the PTA and recruit members

- KGs may issue a circular to all parents, informing them about the establishment of the PTA and invite them to join as members.
- A sample circular to parents is provided at [Appendix 2](#).

Drawing up the “Parent-Teacher Association Operational Guide”

6. Under the “Simplified Model”, KGs should draw up an appropriate “Parent-Teacher Association Operational Guide” according to their school-based circumstances. The Guide should clearly set out all the details pertaining to the establishment and day-to-day operation of the PTA, including its mission, membership, members’ rights and obligations, composition of the Executive Committee, financial matters, etc. The

following are suggested key contents for the “Parent-Teacher Association Operational Guide”:

I. Establishment of the PTA

(A) Mission

- Parents and the KG should agree on the mission of the PTA, which generally includes “strengthening the connection and communication between parents and the school”, “promoting effective learning and healthy growth of children”, “reflecting parents’ views on the school to promote its development”, “implementing and developing parent education” and so on.

(B) Membership

- Generally speaking, PTA membership is classified into “parent members”, “ex-officio members” and “teacher members”. All parents of current students are eligible to apply for parent membership, whereas the principal and teachers of the school will serve as the ex-officio member and teacher members respectively.

(C) Members’ Rights and Obligations

- The KG should stipulate in the “Parent-Teacher Association Operational Guide” the rights and obligations of PTA members, including the right to stand as a candidate and the right to vote in the election (if any) of PTA Executive Committee members, as well as the right to participate in activities organised by the PTA. Meanwhile, all members are obliged to pay their membership fees (if applicable) on time and should agree to be bound by the provisions of the Operational Guide.

(D) Executive Committee

- The KG should stipulate in the “Parent-Teacher Association Operational Guide” the composition of the Executive Committee, the posts, the numbers of post holders and the terms of office.
- The KG should arrange an appropriate number of teachers and parents to participate in and assist with the actual business of the PTA in light of their school-based circumstances. As an ex-officio member, the principal may take the role of an advisor to supervise the operation of the PTA and to promote home-school communication and co-operation.
- Generally speaking, the PTA Executive Committee is basically comprised of the Chairman, Vice-Chairman, Treasurer and Secretary for undertaking the general business of the PTA. Suggested duties of these four posts are as follows:

Post	Main duties	Members eligible for the post	Number of post holders
Chairman	<ul style="list-style-type: none"> ➤ To establish and guide the direction of the PTA in collaboration with the school ➤ To act as an important communication channel between parents and the school 	Parents	1
Vice-Chairman	<ul style="list-style-type: none"> ➤ To assist the Chairman in guiding the work of the PTA, for example, to preside over a meeting in the absence of the Chairman 	Parents and/or teachers	1 to 2
Treasurer	<ul style="list-style-type: none"> ➤ To handle day-to-day financial matters of the PTA ➤ To prepare simple budgets, financial reports, income and expenditure statements, etc. 	Parents and/or teachers	1 to 2
Secretary	<ul style="list-style-type: none"> ➤ To handle secretarial work for the PTA, such as preparation of brief minutes of meetings and notices 	Parents and/or teachers	1 to 2

- Apart from the above posts, the KG may also create other posts according to their school-based circumstances and actual needs, and determine the respective numbers and duties.
- Generally speaking, the KG may directly appoint teacher members to serve as PTA Executive Committee members. As for parents, the KG may elect/invite parent members to the Executive Committee either by election or by appointment, subject to the school context. Regardless of the method chosen, the KG should clearly inform all parents of the relevant arrangements and set out guidelines or requirements for the relevant election or appointment procedures as appropriate.

(E) Finance

- The PTA should handle matters relating to income and expenditure in a serious, open and fair manner. Based on this principle, the PTA may opt to have its income and expenditure managed under the school's bank account and recorded in a separate ledger, with the relevant financial documents verified and signed by the Executive Committee member(s) concerned. NO personal account of any parent or staff should be used to manage the assets of the PTA.

II. Day-to-day Operation of the PTA

(A) General Business

- The general business of the PTA should be based on the mission and objectives as specified in the “Parent-Teacher Association Operational Guide”. The KG and PTA Executive Committee members may hold a reasonable number of meetings (e.g. two to three times a year) as necessary to implement and conduct different items of business.
- Generally speaking, if voting is required to make a decision on an issue at a meeting, a resolution can be passed by a majority vote of the Executive Committee members present at the meeting. In the event of a tie vote, the Chairman shall have a casting vote in addition to a deliberative vote (unless otherwise specified in the “Parent-Teacher Association Operational Guide”).

(B) Organising Activities

- The KG and the PTA Executive Committee may draw up a simple annual programme/schedule of activities to inform members in advance and spare the time to participate and/or assist in the activities, and to avoid duplication of activities of a similar nature.
- Activities held by the KG and the PTA should be properly insured according to the nature and needs of the activities.
- Please refer to [Education Bureau Circular No. 16/2004 – Insurance in Schools](#) for matters relating to insurance.



Education Bureau Circular No.
16/2004 - Insurance in Schools

(C) Financial Management and Records

- The establishment of and resource allocation for the PTA are based on the support and trust of parents. In order to strengthen the standing and continuity of the PTA, the KG and the PTA should handle matters relating to income and expenditure in a serious, open and fair manner, and the financial management should be guided by the principles of prudence and propriety to ensure effective and proper use of financial resources.
- Generally speaking, the “Home-School Co-operation Grants” from the EDB, membership fees and activity fees are the main sources of income for the PTA. The KG and the PTA should determine the reasonable charges for different kinds of activities according to their school-based circumstances, financial situations and the financial requirements of various activities.
- The PTA may, in light of the school context, consider collecting nil or nominal membership fee. If the PTA decides to charge a membership fee, it should be collected in accordance with the fee-charging criteria stipulated in the “Parent-Teacher Association Operational Guide”. Moreover, the KG may consider

setting out criteria for providing membership fee/activity fee remissions for families with financial needs.

- For details of the “Home-School Co-operation Grants”, please refer to the EDB Circular Memorandum issued in the respective school year. (Available at the [Application for Home-School Co-operation Grants](#) webpage of the Committee on Home-School Co-operation.)
- The KG should develop for the PTA an effective and properly controlled procurement system to ensure that procurement in their day-to-day operation is conducted in a transparent and competitive manner. For details, please refer to the [Corruption Prevention Toolkit on Kindergartens’ Operations](#) issued by the Independent Commission Against Corruption and the EDB’s [Guidelines on Procurement Procedures in Kindergartens](#) (Chinese version only).
- All financial records and related documents of the PTA, such as receipts, must be properly filed and kept at least for seven years.
- The KG should arrange for a voluntary auditor⁴ to audit the PTA’s accounts at least once a year.



Application for Home-School
Co-operation Grants



Corruption Prevention Toolkit
on Kindergartens’ Operations



Guidelines on Procurement
Procedures in Kindergartens
(Chinese version only)

Other Areas for Attention

7. The roles of PTA Executive Committee members and parent volunteers are different. Parent volunteers support the school in organising activities in their personal capacity, whereas PTA Executive Committee members are representatives of parents. As a bridge of communication between parents and the school, PTA Executive Committee members should proactively organise activities that foster home-school co-operation and promote parent education, enhance the connection among parents and explain school policies to the parents as and when necessary to facilitate school development.

⁴ Since PTAs established under the “Simplified Model” are not independently registered, schools are not required to appoint a “practice unit”, which has the meaning given by section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588), as the auditor, and may entrust any persons conversant with financial audit with the duty.

Enquiry

8. For enquiries concerning these Guidelines, please contact the Home-School Co-operation and Parent Education Section of the EDB at 3698 4376.

Special Education Division
Education Bureau
December 2023

[Name of Kindergarten]

Parent-Teacher Association Operational Guide

(Note: The content of this sample is provided for reference only. Kindergartens may make necessary revisions, additions or deletions to it having regard to the operational needs of the Parent-Teacher Association (PTA).)

1. Mission

- a. To strengthen the communication between the school and parents to establish a home-school partnership;
- b. To promote the connection and communication between parents through planning and organising a diverse range of activities;
- c. To discuss issues of mutual concern between parents and the school, reflect parents' views, and work together to promote the all-round development of students.
- d. To plan, develop and implement parent education to equip parents with the knowledge and skills to nurture their children.

2. Membership

- a. Parent member: All parents or guardians of current students are eligible to apply for parent membership.
- b. Ex-officio member: The serving Principal shall be an ex-officio member.
- c. Teacher member: The serving teachers shall be teacher members.

3. Members' Rights and Obligations

- a. All parent members shall have the right to elect and be elected as members of the Executive Committee, and shall have the right to vote in such elections.
- b. All members are eligible to participate in any activities organised by the PTA.
- c. All members are bound by the "Parent-Teacher Association Operational Guide" of the PTA.

4. Membership Fee

- a. Parent members are required to pay a membership fee of \$[] per family per school year.
- b. Ex-officio and teacher members are exempt from membership fees.
- c. Membership fees paid by individuals who withdraw their membership during the school year are not refundable.
- d. No member shall be obliged to provide the PTA with any monetary aid other

than membership fees.

5. Executive Committee

- a. All business of the PTA shall be jointly conducted by the school and the Executive Committee.
- b. The Executive Committee shall be made up of [] committee members, including [] parent members and [] teacher members.
- c. The appointment of teacher members to the Executive Committee shall be made on the school's recommendation, whereas parent committee members shall be elected by secret ballot on a "one person, one vote" basis at the General Meeting. Such an election shall be organised and conducted by the School. [*The appointment of parent committee members for the first Executive Committee may be made by invitation from the School to facilitate the preparatory work and transition.] **[*This statement can be retained or deleted depending on the school's arrangement.]**
- d. The composition of the Executive Committee is as follows:
 - i. Chairman : 1 (1 parent member)
 - ii. Vice-Chairman : [] ([] parent member(s) and/or [] teacher member(s))
 - iii. Treasurer : [] ([] parent member(s) and/or [] teacher member(s))
 - iv. Secretary : [] ([] parent member(s) and/or [] teacher member(s))
 - v. [] : [] ([] parent member(s) and/or [] teacher member(s))
- e. The term of office for all committee members shall be [] year(s). A committee member may serve consecutive terms if re-elected/re-appointed on the school's recommendation.
- f. The posts within the Executive Committee shall be determined through mutual election among the elected committee members at the first Executive Committee meeting.
- g. The quorum for an Executive Committee meeting shall be [*in fractional terms*] of all committee members. A resolution regarding any motion brought forward at such a meeting shall require a majority vote of the committee members present for its adoption.
- h. In the event of a tie vote at an Executive Committee meeting, the Chairman shall have a casting vote.
- i. The Executive Committee has the right to elect additional members to fill vacancies arising during the year.
- j. All members of the Executive Committee shall serve the PTA on a voluntary basis.

6. Finance

- a. The PTA may use its funds to take forward its business and cover its expenses.
- b. The Treasurer shall report the financial status of the PTA during each Executive Committee meeting.
- c. All income of the PTA shall be deposited into the school's bank account, and all

- cheques, account books and receipts will be kept by the school. All PTA-related income and expenditures will be recorded by the school in a separate ledger.
- d. The school shall arrange for the PTA's accounts to be audited at least once a year by a voluntary auditor or a person conversant with financial auditing.

7. Revision to the "Parent-Teacher Association Operational Guide"

- a. Any revision made by the school to this Operational Guide shall be promptly communicated to all parents.

(Last revised on: _____ [date])

(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: _____