

**Parent-Teacher Association (PTA)
Executive Committee Member Training Programme
(2026/27 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)	13 November 2026 (Friday) <u>Contents</u> 1. Roles & Functions 2. Registration, Constitution & Election 3. Executive Committee Members' Duties & Meeting Arrangements 4. Activity Planning & Resources (Sharing of PTAs from Secondary School & Kindergarten)
Session 2 Planning & Organisation of PTA Activities (II)	20 November 2026 (Friday) <u>Contents</u> 1. Parent Education Website: Smart Parent Net 2. Activity Planning & Resources (Sharing of PTA from Primary School) 3. Activity Planning & Resources (Risk Management Matters)
Session 3 Finance Issues of PTA	27 November 2026 (Friday) <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	4 December 2026 (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

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).