

附件

家長教師會幹事培訓課程 (2014/15 學年)

上課地點：	教育局九龍塘沙福道十九號教育服務中心西座W301室
課程組織：	課程共分五個課節。
上課時間：	下午二時三十分至五時正
授課語言：	廣東話

課程內容及舉辦日期:

第一節 家教會的功能與運作	內容 1. 家教會在學校的角色及功能 2. 家教會的會章、註冊與選舉 3. 執委會幹事的分工與職能 4. 家教會的會議常規 討論及問答 舉辦日期：二零一四年十一月十九日 舉辦時間：下午二時三十分至五時正
第二節 家教會活動的籌辦	內容 1. 活動籌劃與執行活動資源 2. 保險事宜 3. 法律事宜 討論及問答 舉辦日期：二零一四年十一月二十六日 舉辦時間：下午二時三十分至五時正
第三節 家教會的財務事宜	內容 1. 家庭與學校合作活動計劃資助 2. 採購物資及服務防食事項 3. 財務管理事宜 討論及問答 舉辦日期：二零一四年十二月三日 舉辦時間：下午二時三十分至五時正

<p>第四節</p> <p>家教會的團隊建立與溝通技巧</p>	<p>內容</p> <ol style="list-style-type: none"> 1. 宣傳、會員招募及建立會員網絡 2. 協調與團隊建立 3. 處理投訴事宜 <p>討論及問答</p> <p>舉辦日期：二零一四年十二月十日 舉辦時間：下午二時三十分至五時正</p>
<p>第五節</p> <p>家教會與家長校董</p>	<p>內容</p> <ol style="list-style-type: none"> 1. 認識法團校董會 - 管治架構與精神 2. 家長校董選舉 3. 家長校董的角色 <p>討論及問答</p> <p>舉辦日期：二零一四年十二月十七日 舉辦時間：下午二時三十分至五時正</p>
<p>報讀人士：</p>	<p>現任及候任的家教會及家教會聯會幹事</p>
<p>截止報名日期：</p>	<p>二零一四年十一月五日（星期三）</p>

惡劣天氣的特別安排

- a. 如於當日早上十一時半或之前卸下 8 號颱風訊號，或取消黑色暴雨訊號，該日下午之課程將會恢復。否則，該日下午之課程將會取消。
- b. 如當日課程被取消，本會將另行通知學員有關上課地點及時間。

[請於11月5日或以前傳真至 2710 9970 / 2391 0470]

回條**家長教師會幹事培訓課程
(2014/15 學年)**

學校名稱：_____

家長教師會名稱 (中文)：_____

家長教師會名稱 (英文，若有)：_____

傳真號碼：_____ 電話：_____

以下現任/候任家長教師會幹事欲申請參加「家長教師會幹事培訓課程」。(請在報讀的課程方格內加上✓號)

編號	姓名 (英文)	姓名 (中文)	家教會 職位	第一節	第二節	第三節	第四節	第五節	申請 結果 (由家校 會 秘書處填 寫)
				家教會的功 能與運作 (2014 年 11 月 19 日)	家教會活動的 籌辦 (2014 年 11 月 26 日)	家教會的財 務事宜 (2014 年 12 月 3 日)	家教會的團隊建 立與溝通技巧 (2014 年 12 月 10 日)	家教會與 家長校董 (2014 年 12 月 17 日)	
1									接納/ 未能接納
2									接納/ 未能接納
3									接納/ 未能接納
4									接納/ 未能接納
5									接納/ 未能接納
6									接納/ 未能接納
7									接納/ 未能接納
8									接納/ 未能接納

[上課時間：下午 2:30-5:00]

校長 / 家長教師會主席* 簽名：_____

校長 / 家長教師會主席* 姓名：_____

日期：_____

* 請刪去不適用者



家庭與學校合作事宜委員會
Committee on Home-School Co-operation

EDB(HSC)ADM/20/1/3A(2014/2015)

20 October 2014

Dear Principal / Chairperson of Parent-Teacher Association,

Parent-Teacher Association Executive Committee Member
Training Programme
(2014/15 School Year)

Every year there are new executive committee members joining the Parent-Teacher Associations (PTAs). Some of them may not be familiar with the operations of PTA. In order to help them better understand the operations of PTA, the Committee on Home-School Co-operation will organize a PTA Executive Committee Member Training Programme. All serving and designated PTA executive committee members of your school are welcome to join. For details of the programme, please refer to the Appendix.

The training programme comprises five sessions. Upon completion of any one of the sessions, each participant will be awarded a Certificate of Attendance. Participants having completed four sessions or more will be awarded a Certificate of Training. To show our appreciation of the active participation of PTAs, a "Q-Mark Parent-Teacher Association Certificate" will be awarded to the PTA with five or more of their serving or designated executive committee members having been awarded the Certificate of Training in the 2014/15 school year.

For application, please complete and return the attached Reply Slip to the Secretariat on or before 5 November 2014 by fax at 2710 9970 / 2391 0470. **Applications are accepted on a first-come-first-served basis.** The Secretariat will notify your school / PTA about the application results in due course. All applicants will be notified of the results of their applications regardless whether it is successful or not.

For enquiries, please contact Ms Lisa LEUNG at 3698 4379.

Yours sincerely,

Mr. Henry TONG Sau-Chai, MH
Chairman
Committee on Home-School Co-operation

Appendix

**Parent-Teacher Association (PTA)
Executive Committee Member Training Programme
(2014/15 School Year)**

Venue:	W301, West Block, Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon
Organization:	The programme comprises 5 sessions
Duration of session:	2:30 p.m. to 5:00 p.m.
Medium of Instruction:	Cantonese

Course Contents and Dates held:

<u>Session 1</u> Functions and operations of PTA	Contents <ol style="list-style-type: none"> 1. Roles and functions of PTAs in schools 2. Constitution, registration and elections of PTAs 3. PTA executives and duties 4. Meeting practice of PTAs Questions and Answers Date: 19 November 2014 Time: 2:30 p.m. to 5:00 p.m.
<u>Session 2</u> Planning and organisation of PTA activities	Contents <ol style="list-style-type: none"> 1. Programme planning and implementation 2. Resource management 3. Insurance matters 4. Legal considerations Questions and Answers Date: 26 November 2014 Time: 2:30 p.m. to 5:00 p.m.
<u>Session 3</u> Financial matters of PTA	Contents <ol style="list-style-type: none"> 1. Home-school Cooperation Grant 2. Accounts and audit matters 3. Prevention of corruption during procurement Questions and Answers Date: 3 December 2014 Time: 2:30 p.m. to 5:00 p.m.

<u>Session 4</u> Team-building and communication of PTA	Contents 1. Publicity and recruitment of members 2. Harmonisation and team-building 3. Handling of complaints Questions and Answers Date: 10 December 2014 Time: 2:30 p.m. to 5:00 p.m.
<u>Session 5</u> PTA and Parent Managers	Contents 1. To have an understanding of Incorporated Management Committee – Governance Framework and Spirit 2. Parent Manager Election 3. Role of Parent Managers Questions and Answers Date: 17 December 2014 Time: 2:30 p.m. to 5:00 p.m.
Target Participants:	Serving and designated PTA & FPTA Executive Committee Members
Application Deadline:	5 November 2014 (Wednesday)

Special Arrangements for Bad Weather

- a. The afternoon session of the Training Programme will be resumed when Typhoon Signal No.8 or above or Black Rainstorm Warning Signal is cancelled at or before 11:30 am. Otherwise, the afternoon session of the programme will be cancelled.
- b. Participants will be notified separately about the venue and time to make up for the cancelled session.

[Please return on or before 5 November 2014 by fax at 27109970 / 23910470.]

Reply Slip

Parent-Teacher Association Executive Committee Member Training Programme (2014/15 School Year)

Name of School : _____

Name of Parent-Teacher Association (Chinese) : _____

Name of Parent-Teacher Association (English, if applicable) : _____

Fax No. : _____ Phone No. : _____

The following executive committee members/designated committee members of Parent-Teacher Association (PTA) would like to apply for the training programme: *(Please insert a ✓ in the appropriate box of the applied session.)*

Serial No.	Name (English)	Name (Chinese)	Post in the PTA	Session 1	Session 2	Session 3	Session 4	Session 5	Application Result (Filled in by the Secretariat of CHSC)
				Functions and operations of PTA (19/11/2013)	Planning and organisation of PTA activities (26/11/2014)	Financial matters of PTA (3/12/2014)	Team-building and communication of PTA (10/12/2014)	PTA and Parent Managers (17/12/2014)	
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

[Duration of Session : 2:30 p.m. – 5:00 p.m.]

Signature of Principal/Chairperson* of Parent-Teacher Association : _____

Name of Principal/Chairperson* of Parent-Teacher Association : _____

Date : _____

* Please delete where inappropriate.