



2nd November, 2023

Dear Parents,

**The 26th Parent-Teacher Association (PTA) Annual General Meeting,
Committee Members List and Recruiting Parent Volunteers and Volunteer Tutors**

1. The 26th Parent-Teacher Association (PTA) Annual General Meeting(AGM)

The 2023-2024 Parent-Teacher Association Annual General Meeting was held on 25th October, 2023 (Wednesday). At the meeting, the members who present unanimously approved the 2022-2023 annual financial report and the 2023-2024 annual work plan and financial budget. The number of members attended that day was 71. Thank you to the parents for attending and supporting our activities.

2. The 26th Parent-Teacher Association (PTA) Committee Members List

After the AGM, the committee of PTA held a meeting. The following is the list of the 26th Parent-Teacher Association (PTA) Committee Members:

Consultant: Ms. CHENG Yuk Ching Headmistress, Mr. WONG Yu Kwong, Ms. TO Kit Ching	
Parent Members	Teacher Members
Chairman: Ms. HUANG Jianqing	Vice Chairman: Mr. CHAN Shuk Fan, Deputy Headmistress
Treasurer: Ms. Zeng Shifen	Treasurer Assistant: Ms. WONG Cho Yi
Secretary: Ms. SU Wending	Secretary Assistant: Mr. CHAN Ka Wing
Recreation: Ms. LAM So Wa	Recreation Assistant: Ms. CHU Wai Chun
General Affairs and Communication: Ms. DAI Bijin	General Affairs and Communication Assistant: Ms. KOO Yin Ling
Education: Ms. DENG Hailian	Education Assistant: Mr. KWONG Chin San

3. Setting-up of Parent WeChat Group for Each Level

WeChat groups at all levels have been set up early and co-administered by six parent committee members, the arrangement is as follows:

Level	Responsible Member
P1 & P2	Ms. SU Wending & Ms. LAM So Wa
P3 & P4	Ms. Zeng Shifen & Ms DENG Hailian
P5 & P6	Ms. HUANG Jianqing & Ms. DAI Bijin



4. Recruiting “Parent Volunteers” and Volunteer Tutors

The cooperation of school and family is closely related to the growth and academic performance of children. The Parent-Teacher Association is recruiting “Parent Volunteers Team” to participate in the volunteer work. It can, on the one hand, deepen the parents' understanding of the school so that the family and the school can be closely connected. On the other hand, it can set a good role model for children, thereby enhancing the parent-child relationship and the children's sense of belonging to the school.

Please sign the reply slip and return it to the class teacher whether you participate or not.

Voluntary Work of this School Year:

Title	Contents of Activities	Date & Time
1 Library Volunteer	Assisting the library teacher to organize books	Further notice as needed
2 Christmas Angels	Assisting in the preparation of Christmas gifts	Nov & Dec 2023
3 Decoration Team	Assisting to decorate the school campus to enrich the atmosphere of different festivals	Before Christmas and Lunar New Year
4 Carnival Volunteers	Assisting to host game booths	20/2/2024、27/2/2024、12/3/2024
5 Sports Day Volunteers	Assisting in various competitions	Morning Session on 14/3/2024

Besides the parent volunteers, parents are also invited to be Volunteer Tutors of interest classes. If parents have any specialty and could share with other parents and students in small groups, please sign the reply slip. The school will contact the parents later for discussing the sharing details.

Remarks:

1. The school will take record of the service hours of parent volunteers and commend outstanding parent volunteers at the award ceremony.
2. The information filled in by each parent volunteer will be used by the school for reference in the preparation of the activities, and the teacher in charge of the relevant project will contact the registered parent volunteers.

For enquiries, please contact Ms. CHAN Shuk Fan, Deputy Head at 2728 7627.

Ms. HUANG Jianqing
Chairperson of Parent Teacher Association



REPLY SLIP

Dear Ms. HUANG,

**The 26th Parent-Teacher Association (PTA) Annual General Meeting,
Committee Members List and Recruiting Parent Volunteers and Volunteer Tutors**

I have read through Type-PTA Notice, No. E023 and understand the corresponding content.

1. I am willing to participate in the following voluntary work: (more than one ✓ is allowed)

- 1. Library Volunteer
- 2. Christmas Angels
- 3. Decoration team
- 4. Carnival Volunteers
- 5. Sport Day Volunteers

am unable to participate in the voluntary work.

2. I am willing to serve as a volunteer tutor of parent interest class (Please indicate):

e.g.: flour flowers / Traditional Chinese painting / Chinese dance / ...

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

本人 am unable to participate as a volunteer tutor of parent interest class.

*Please put a “✓” where appropriate.

Class: _____ Name: _____ () Parent Signature: _____

Contact Number: _____ Parent Name: _____

Date: _____ of November, 2023

(Parents who participate in the voluntary work need to write down the contact number. The contact number will only be used to contact parents for parent volunteer affairs.)

DISCLAIMER: The English version is a translation of the original in Chinese for information purposes only. In case of any discrepancy, the Chinese original is reserved as official interpretation of the school (applied to all e-notices / parent notifications in English).