



SIR ELLIS KADOORIE (S) PRIMARY SCHOOL

Parent-Teacher Association

9, Eastern Hospital Road,

Sookunpo, Hong Kong.

Tel No.: 2577 3489

Fax No.: 2882 4520

Ref: Circular 01/2019-2020

2nd September, 2019

Dear Parents/Guardians,

Recruiting Serving Parents and Collecting data on PTA Membership

At the beginning of the school year, on behalf of the Parent-Teacher Association, I would like to welcome parents of the new pupils to join the big family of our PTA. I would also like to send my best regards to all our old parent members after the long summer vacation. The chief aim of the Parent-Teacher Association is to promote close liaison between school and home to work for the best benefits of our children both in their personal and academic growth. The school will arrange a lot of functions and activities for our children in the school year. Parents are invited to offer services to the school and help teachers in running some of the activities. For daily routines, parents are welcomed to help in the following areas:

Services	Date and Time
Providing Support to Parents -Translate circulars/notices from English to languages including Cantonese, Putonghua, Hindi, Urdu or Nepalese -Answer enquiries on school affairs	Every Wednesday 8:00 a.m. –8:30 a.m. (10 th September, 2019 – 30 th June, 2020)
P.1 Lunch Discipline -Help P.1 students during lunch period and look after the discipline of the P.1 Class assigned by the school -Serving parents will not be assigned to look after the class of his /her own child	Monday to Friday (Any weekday) (12:30 p.m. – 1:05 p.m.) (10 th September, 2019 – 30 th June, 2020)
Parent Ambassadors -Help to accompany parents to meet teachers (Staircase C)	Every Monday to Friday (8:00 a.m. – 8:25 a.m.) (10 th September, 2019 – 30 th June, 2020)
Chinese Cultural Activity and Chinese Story Telling -Conduct the language activities for students in the library	Every Friday (8:00 a.m. – 8:20 a.m.) (17 th September, 2019 – 22 nd May, 2020)
English Story-telling -Read English Stories to students in the library	Every Tuesday (8:00 a.m. – 8:20 a.m.) (17 th September, 2019 – 22 nd May, 2020)

All parents are welcome. If you are available and are willing to be a serving parent, please indicate in the Reply Slip the kind of duties you can choose. As an appreciation, serving parents who can **provide services for 10 times or more** within the school year (September – April) will be invited to join the **Activity for Serving Parents** scheduled on 16th May, 2020 (Saturday).

Please hand in this reply slip to the Parent-Teacher Association **through the class teacher on or before 4th September, 2019.**

Ms Fung Wan Shuen
Vice Chairperson



SIR ELLIS KADOORIE (S) PRIMARY SCHOOL

Parent-Teacher Association

Reply Slip

Ref: Circular 01/2019-2020

Dear PTA Chairperson,

I have read the PTA Ref: Circular 01/2019-2020 and fully understood its content.

A. Recruiting Serving Parents:

I would offer the following voluntary services to the school.

Services	I can join <i>(Please tick to indicate your choice. You can choose more than one service.)</i>
Providing Support to Parents	<input type="checkbox"/> Yes, I can join the service on Wednesdays. I can help in the translation from English to: <input type="checkbox"/> Cantonese <input type="checkbox"/> Putonghua <input type="checkbox"/> Hindi <input type="checkbox"/> Urdu <input type="checkbox"/> Nepalese
P.1 Lunch Discipline	<input type="checkbox"/> Yes, I can join. I can come on (Mondays / Tuesdays / Wednesdays / Thursdays / Fridays) <i>(Please circle the days you can come)</i>
Parent Ambassadors	<input type="checkbox"/> Yes, I can join. I can come on (Mondays / Tuesdays / Wednesdays / Thursdays / Fridays) <i>(Please circle the days you can come)</i>
Chinese Cultural Activity and Chinese Story Telling	<input type="checkbox"/> Yes, I can join the activities on Fridays
English Story-telling	<input type="checkbox"/> Yes, I can join the activities on Tuesdays

I am sorry I cannot offer any service to the school this year.

B. PTA Membership:

*For parents who have **more than one** child studying in SEKPS, please list out their names starting **from the highest level**. After this survey, **ALL PTA Circulars** will be given to the **child studying in the highest level ONLY**.

	Full Name(s) of children studying in this school	Class
1	(the eldest child)	
2		
3		

Pupil's Name (**the eldest child** studying in SEK): _____ Class: _____

Parent's/Guardian's Name in BLOCK LETTERS: _____

Parent's /Guardian's Signature: _____ Contact Phone Number: _____

*Please hand in this reply slip to the Parent-Teacher Association **through the class teacher on or before 4.9.2019.***