



Dear Parents,

The HK government requests that the sponsoring body of an aided school set up an independent and well-represented Incorporated Management Committee (IMC) to help manage the school. ELCHK sponsored schools have formed their own IMCs. The teachers, parents and alumni of our school shall each elect a representative to serve as a manager of the IMC to participate in the management of our school. We are honoured to invite you to participate in the election for the Parent Manager for 2025-2027 and the term of service will be two years. The one who obtains the greatest number of votes will be nominated for registration as the parent manager whereas the one who obtains the next greatest number of votes will be nominated for registration as the alternate parent manager. Should the number of votes for two or more candidates be the same, the Parent Manager will be selected by means of sortition.

The candidate must be a parent or guardian of one of our students and have fulfilled all requirements of the election rules. According to section 40AO(5)(b) of the Education Ordinance, a parent should not be nominated as a parent manager if he / she is a serving teacher of the school. Candidates should also note the registration requirements of managers set out in section 30 of the Education Ordinance. Candidate must carefully read the Constitution of the Election of the Parent Manager and the HK government's "Education Ordinance" (Please browse PTA website of our school).

Parents or guardians can nominate themselves or nominate another parent or guardian. However, every candidate must be seconded in signature by at least one other parent or guardian besides the nominator and submit the completed reply form and candidate nomination form (Appendix) on or before 23rd September 2025. Late submissions will not be accepted.

The Parent Manager in the IMC shall play an important role in the communication between the school and parents. He or she can also give advice to the school's development and policy making, which would in turn improve teaching and provide a better learning environment for students. Therefore, your participation in the IMC is most welcome.

The important dates for the election of Parent Manager are as follows:

1. The nomination period starts from 15th September 2025. The deadline is on 23rd September 2025.
2. Details of the candidates and the ballot paper will be distributed on 3rd October 2025. Each parent will receive a ballot paper.
3. The voting will start on 13th October 2025. Parents can put their ballot paper into the collection box in the General Office in person or have their children do so. The deadline for voting is 20th October 2025 at 4 p.m.
4. The counting of ballots will be held on 20th October 2025 in our school library at 4:15 p.m. Welcome parents to attend and witness the counting.
5. The result will be released on 23th October 2025 after the counting of votes through our school's website and through notice distributed to parents. The PTA will announce in AGM on 1st November 2025 as well.

Please show your acknowledgement by returning the following slip to the class teacher on or before 23rd September 2025. If you have any enquiries, please feel free to contact Ms. Chan Kwan Mui, our Parent Manager Election Panel and Vice Principal.

Yours faithfully,

Ms. Chan Kwan Mui

Parent Manager Election Panel Head and Vice Principal

Mr. Liang Kwun Fan

The Principal

Ms. Wong Yim Ling

Chairperson of Parent-Teacher Association

ELCHK Lutheran Secondary School
2025-2027 Incorporated Management Committee Parent Manager Election (I)
Reply Form

(Must submit to class teacher on or before 23rd September 2025)

Dear Sir/ Madam,

I have read the notice about 2025-2027 IMC Parent Manager election and I am

1. ☐ nominating myself as a candidate for Parent Manager and seconded by the parent/guardian of (class) _____, (student name) _____

2. ☐ nominating the parent/guardian of (class) _____, (student name) _____, to be a candidate for Parent Manager. The seconder is the parent/guardian of (class) _____, (student name) _____

3. ☐ not going to nominate myself or any parent/guardian to become a candidate, and I am not going to second any parent/guardian to become a candidate.

Yours faithfully,

Parent /Guardian signature: _____

Parent /Guardian name: _____

Student Name: _____

Class: _____()

Remarks: Please put '✓' in appropriate boxes (☐) , choosing more than one option is accepted; however, either option 1 or option 2 can be chosen at the same time. Please return the completed form to the student's class teacher on or before 23rd September 2025. For those who are interested in nominating other parents/guardians or themselves to be the candidate of the Parent Manager, please also complete and submit the attached nomination form (Appendix I).

ELCHK Lutheran Secondary School Parent-Teacher Association

52 Waterloo Road, Kowloon, Hong Kong

TEL: 27802291 FAX: 27823374 E-mail: contact@lss.edu.hk WEB: <http://www.lss.edu.hk>

The Election of 2025-27 Parent Manager–Nomination Form

Name of nominator : _____ Signature : _____

Name of seconder : _____ Signature : _____

Name of candidate : _____ Signature : _____

Self-introduction of candidate (no more than 200 words) :

About Education Ordinance Provisions relating to Election of Parent Managers

Please put a '✓' in the appropriate box below:

☐ I have read section 30 of the Education Ordinance

**** Nomination Form must be submitted to class teachers between 15th September 2025 to 23rd September 2025 4:00 pm.**