



# ELCHK LUTHERAN SECONDARY SCHOOL

PTA Circular 25001 《The Election of 2023-25 Parent Manager (I)》

15/9/2025

ELCHK Lutheran Secondary School ELCHK Lutheran Secondary School ELCHK Lutheran Secondary School ELCHK Lutheran Secondary School

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 23<sup>rd</sup> 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 15<sup>th</sup> September 2025. The deadline is on 23<sup>rd</sup> September 2025.
2. Details of the candidates and the ballot paper will be distributed on 3<sup>rd</sup> October 2025. Each parent will receive a ballot paper.
3. The voting will start on 13<sup>th</sup> 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 20<sup>th</sup> October 2025 at 4 p.m.
4. The counting of ballots will be held on 20<sup>th</sup> 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 23<sup>th</sup> 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 1<sup>st</sup> November 2025 as well.

Please show your acknowledgement by returning the following slip to the class teacher on or before 23<sup>rd</sup> 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 23<sup>rd</sup> 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 23<sup>rd</sup> 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](mailto: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 15<sup>th</sup> September 2025 to 23<sup>rd</sup> September 2025 4:00 pm.**





## 基督教香港信義會信義中學

家長教師會通告 25001 《2025-27 年度家長校董選舉(I)》

15/9/2025

ELCHK Lutheran Secondary School ELCHK Lutheran Secondary School ELCHK Lutheran Secondary School ELCHK Lutheran Secondary School

敬啟者：

政府立法要求辦學團體設獨立及具廣泛代表性法團校董會去管理資助學校。本校的老師、家長、校友也會選出代表成為本校校董，參與管理學校事務。現誠邀本校家長參與 2025-2027 年度家長校董一職，任期為兩年。獲得最多選票的候選人，將獲提名註冊為家長校董，獲得第二最多選票的候選人，將獲提名註冊為替代家長校董。若兩個或以上候選人得票相同，會進行抽籤決定。

候選人必須為本校學生家長或監護人，並符合選舉章程之規定。根據《教育條例》第 40AO 條第 (5)(b) 款，如有關家長是學校的現職教員，他/她便不能獲提名為家長校董。候選人亦應注意《教育條例》第 30 條所載有關校董註冊的規定。各候選人必須詳閱家長校董選舉章程及《教育條例》(有關文件已上載本會網頁)。

家長可自薦或提名他人，但必須獲最少一名現正就讀本校之學生家長簽署和議，並填妥回條及候選人提名表格（見附件），於 2025 年 9 月 23 日或以前交回本校，逾期將不接獲辦理。

擔任家長校董一職，成為家長與學校之間的重要溝通橋樑，有助改善學校教育質素，並可就學校發展及決策給予意見，為學生提供優質教育。請家長踴躍參與，家校群策群力，共創孩子美好的明天。如有興趣提名或自薦為家長校董候選人者，請同時填妥所附之提名表格一併交回。

有關家長校董選舉重要日程如下：

1. 2025 年 9 月 15 日開始接受提名，截止日期為 2025 年 9 月 23 日。
2. 2025 年 10 月 3 日將派發候選人資料及選票，每位家長將獲發選票乙張。
3. 2025 年 10 月 13 日開始接受投票，家長可選擇經子女轉交班主任或親自交回校務處收集箱。截止日期為 2025 年 10 月 20 日下午四時正。
4. 2025 年 10 月 20 日下午四時十五分，將於本校圖書館進行點票，歡迎家長出席及見證點票工作。
5. 有關結果將於 2025 年 10 月 23 日上載於學校網頁及以家長教師會通告通知家長，並由家教會於 2025 年 11 月 1 日周年大會上宣布。

敬請 台端填妥所附回條，著 貴子弟於 2025 年 9 月 23 日，或以前交回班主任彙收。如有疑問，歡迎聯絡家長校董選舉主任陳群梅副校長。

此致

貴家長



家長校董選舉主任

校長

家長教師會主席

陳群梅

陳群梅

梁冠芬

梁冠芬

黃艷玲

黃艷玲

謹啟

二零二五年九月十五日

**[回條] (家長教師會通告 25001 《2025-27 年度家長校董選舉(I)》)**  
**(於 9 月 23 日前交回班主任轉交校務處)**

敬覆者：

頃閱來函，得悉有關「2025-2027 家長校董」選舉提名事宜。本人現

- ☐ 自薦為家長校董候選人，和議人為（班別）\_\_\_\_\_（學生姓名）\_\_\_\_\_家長
- ☐ 現提名（班別）\_\_\_\_\_（學生姓名）\_\_\_\_\_家長為家長校董候選人（只限一人，並須先徵得有關家長同意，方可提名）。和議人為（班別）\_\_\_\_\_（學生姓名）\_\_\_\_\_家長。
- ☐ 不打算自薦或提名任何家長為家長校董。

備註：請在上列適當的□加 ✓ 號，可多於一個選擇，惟第 1 及第 2 項只可選其一。

如有興趣提名或自薦為家長校董候選人者，請同時填妥所附之提名表格一併交回。

此覆

家長校董選舉主任

學生姓名：\_\_\_\_\_

家長姓名：\_\_\_\_\_

班 別：\_\_\_\_\_( )

家長簽署：\_\_\_\_\_

基督教香港信義會信義中學家長教師會

ELCHK Lutheran Secondary School Parent-Teacher Association

**52 Waterloo Road, Kowloon, Hong Kong**

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

## 2025-2027 年度「家長校董」選舉-提名表格

提名/自推薦人姓名：\_\_\_\_\_ 簽署：\_\_\_\_\_

和議人姓名： 簽署：

候選人姓名： \_\_\_\_\_ 簽署： \_\_\_\_\_

候選人簡介(200 字以內):

有關家長校董選舉的規定《教育條例》第30條

請在適當之空格內加上“✓”號：

☐ 已詳閱《教育條例》第30條

**\*\* 提名表請於 9 月 15 日 至 9 月 23 日（下午 4 時正）交回班主任轉交校務處收。**