



家長代表指南

A Guide to Parent Representative

In the class...

- As a co-ordinator among parents and teacher
- As a treasurer of the class, and to prepare and maintain annual class budget and present financial report for audit when required. Duties includes, budgeting, class fee collection, expense re-imburement, purchasing student awards, teacher appreciation gift.
- Organise class activities during the school year
- Reminds parents to attend school events and meetings
- Maintains a class directory and prepares a phone-tree for calling parents

In the school...

- To organise and participate school events' throughout the school year
- To promote school events to the class
- As a liaison between the class and the School Board
- Present financial report to the School Board when required

Participate school meetings & events:

1. Attend General Parents Meeting
2. Attend PTA meeting
3. Participate in Winter Sales and Chinese New Year Party

The amount of class fee depends on the needs of the class and the parents' expectations. It can be determined in the class parents meeting. If parents are undecided on the amount, \$30 per student is suggested.

對班內。。

- 代表該班與家長和老師交流
- 紀錄該班有關班會費的財政收支，
- 每學期對老師，家長作財政報告如需要。預算學年班內開支，收取班會費，代購學生獎品和謝師禮物。
- 協辦學年班內活動
- 提醒家長參加學校活動
- 保持一份學生和家長名單及聯絡電話

對學校。。

- 協助及參與學校活動
- 宣傳學校活動
- 代表該班與校董會交流
- 提交該班財政紀錄給校董會如需要

參與學校會議及活動：

1. 出席家長會
2. 出席學年共兩次家教會 (PTA) 會議
3. 協助及參與學校活動，如冬季籌款義賣，新年聯歡會各班美食攤位等

班會費的多少視乎該班的需要和家長的要求，可以在該班家長會議時議決。如大家不能決定，不妨每位學生 \$30 元。