



中華人民共和國香港特別行政區政府
教育局
Education Bureau
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

本局檔號 Our Ref.: (27) in 1255-2115-8045-9020-00003-0008-P001

電話 Telephone: 2892 5000

來函檔號 Your Ref.:

傳真 Fax Line: 2834 5183

18 December 2025

To: Supervisor / Managers of Kindergartens, Kindergarten-cum-Child Care Centres and Schools with Kindergarten Classes (collectively referred to as “KGs” hereafter) Joining the Kindergarten Education Scheme

Dear School Supervisors and Managers,

**Kindergarten Education Scheme -
Training Programme for Supervisors and Managers (2025/26 School Year)
Roles and Responsibilities of School Management Committees and
Human Resources Management**

Under the current KG education policy, KGs joining the Kindergarten Education Scheme (Scheme-KGs) are required to establish a more participatory school governance framework. This aims to enhance transparency and accountability of school governance as well as operational effectiveness. The School Management Committee (SMC), plays a vital role. It is responsible for managing the KG, ensuring the proper delivery of education services, and formulating school-based policies and procedures to monitor the KG's compliance with the Education Ordinance, Education Regulations and other major statutory requirements and guidelines. Therefore, the Education Bureau (EDB) continuously organise various training programmes for supervisors and managers of Scheme-KGs. Details of the second session for this school year are as follows:

Date: 27 January 2026 (Tuesday)

Time: 10:00 a.m. – 12:45 p.m.

**Venue: Room WP01, Podium Floor, West Block, Education Bureau
Kowloon Tong Education Services Centre, 19 Suffolk Road,
Kowloon Tong, Kowloon**

Content and speakers: **1 Roles and responsibilities of SMC and its effective operation & establishing a collaborative SMC**

Ms LEE Christina Maisenne and Mrs Adelina CHAN –
Representatives from New Territories Women & Juveniles Welfare Association (NTWJWA)

Ms LEE Wing Ning Winnie – **Principal of NTWJWA Sheung Shui Nursery School**

2 Human resources management policy and planning

Ms KWAN Shan – **Principal of Kau Yan School (Kindergarten)**

Language: Cantonese

2. This Bureau cordially invites Scheme-KGs to nominate no more than three school supervisors/ managers/ principals to participate. To facilitate our arrangement, please complete the application form using the QR code on the right or the link at <https://forms.office.com/r/cqu16K9weZ> **on or before 13 January 2026 (Tuesday)**. This Bureau will notify the applicants of their acceptance and relevant programme arrangements on or before 16 January 2026 (Friday) via email. If the number of applicants exceeds the available places, priority will be given to the first applicant of each KG.



3. Should applicants have any questions about the topics covered in the session, please indicate them in the application form. The speakers will give a consolidated response during the training session.

4. For enquiries, please contact Mr Ronnie YEUNG (Tel: 2892 5000) or Ms Mabel CHAN (Tel: 2892 5007) of the Kindergarten Administration Section.

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'Vincent LAU', located below the 'Yours sincerely,' text.

(Vincent LAU)
for Secretary for Education

[Important Notes]

1. Participants are not allowed to take photos, recordings, videos, screenshots and/ or disseminate any part of the seminar presentation for the protection of copyright and privacy.
2. If the tropical cyclone warning signal no. 8 or above, pre-no. 8 special announcement, the black rainstorm signal or “extreme conditions” is issued on or after 7:00 a.m., the session of the programme will be suspended. The EDB will inform participants of alternative arrangements.
3. No parking spaces at the programme venue will be provided.

[Personal Data (Privacy) Collection Statement]

Purpose of Collection

1. The personal data provided by you in the form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of the application for the Kindergarten Education Scheme - Training Programme for Supervisors and Managers (2025/26 School Year) Roles and Responsibilities of School Management Committees and Human Resources Management;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux/ departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of the EDB for purposes of verifying/ updating records of the EDB;
 - (d) Activities relating to training and development including invitation of participation in programmes/ activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding/ grants/ subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/ Subsidised Schools Provident Fund Rules) and the Codes of Aid.
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in the EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:
 - (a) other Government bureaux and departments for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) personnel, agent, service provider or organisations engaged by the EDB to provide services or advice for purposes mentioned in paragraph 1 above;
 - (d) where you have given your prescribed consent to such disclosure; and
 - (e) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by the EDB. Request for access or correction of personal data should be made in writing to the Kindergarten Administration Section (Address: Room 1417, 14/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong or Email Address: kga@edb.gov.hk).