



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

本局檔號 Our Ref.: (52) in EDB(KGA)/KGES/11/4(4)

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6 December 2023

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

Kindergarten Education Scheme
Training Programme for Kindergarten Supervisors and Managers
(2023/24 School Year)

Under the prevailing kindergarten (“KG”) education policy, KGs joining the Kindergarten Education Scheme (“Scheme-KGs”) should establish a more participatory school governance framework to enhance transparency and accountability of school governance as well as effectiveness of school operation. The School Management Committee (SMC) is responsible for managing the KG, including resources management, ensuring that the education of students is promoted in a proper manner. As a member of the SMC, school managers, who play an important role, could help the SMC formulate school-based policies and procedures, leading the school to strive for excellence and continuous improvement as well as establishing an anti-corruption and integrity culture within the school. Therefore, the Education Bureau (EDB) will continue to organise various training programmes for supervisors and managers of Scheme-KGs in the 2023/24 school year. Details of Session 2 are as follows:

Topics	Financial Management and Major Statutory Requirements in Relation to Operation of Kindergartens: Prevention of Bribery Ordinance
Date	23 January 2024 (Tuesday)
Time	2:45 – 5:30 p.m.
Target participants	Prospective / incumbent managers of kindergartens and principals
Speakers	Representatives of the EDB and the Independent Commission Against Corruption
Venue	WP01, Podium Floor, West Block, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong (Exit E, Kowloon Tong MTR Station)
Language Medium	Cantonese

Scheme-KGs are cordially invited to nominate no more than three persons to join the above training session. Subject to the enrolment situation, priority will be accorded to the first applicant of each KG.

To facilitate our arrangement, please complete the application form (Excel format) on EDB's website and **email it to smctraining@edb.gov.hk on or before 12 January 2024 (Friday)**. The application form can be downloaded from EDB's website through the following path:

Home > Education System and Policy > Kindergarten Education >
Kindergarten Education Scheme > 3. Kindergarten Supervisors and Managers –
References

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

For special arrangements under adverse weather, if Tropical Cyclone Warning Signal No.8 or above, Pre-no.8 Special Announcement or Black Rainstorm Warning Signal is issued at or after 11:45 a.m., the training session on that day will be postponed. Participants will be notified of the relevant arrangements in due course.

Details of the enrolment and training session will be confirmed through email on or before 17 January 2024 (Wednesday). For enquiries, please contact Ms Mabel CHAN (Tel: 2186 6732) or Mr Ronnie YEUNG (Tel: 2186 8999) of the Kindergarten Administration Section.

Yours sincerely,



(Ms Shanice YUEN)
for Secretary for Education