**Appendix 3**

**Application Form for Serving Principal External Observers**

**(For Application of Individual Principal)**

[Please return by post or by fax **on or before 20 October 2023 (Friday)]**

To Permanent Secretary for Education

Attn: Ms YAU So-ching

Kindergarten Inspection Section (Fax No: 3104 0865)

Room 1216, 12/F, Wu Chung House,

213 Queen’s Road East, Wanchai, Hong Kong

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the Principal) **apply to participate in** the Serving Principal External Observer Scheme in Quality Review, and agree to accept other serving principal external observers to join the Quality Review visit of the kindergarten I am currently serving. I have read and understood the duties of and the code of practice for external observers. I have **no less than 10 years of teaching experience in early childhood education, including no less than 5 years of related managerial and supervisory experience** (including experience as senior teacher, vice principal or principal)\*. Details are as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Organisation/School | Position Held\* | Date (Month/Year) | | Duration | |
| In chronological order | |
| From | To | Year | Month |
| *Example：*  *ABC Kindergarten* | *Teacher* | *12/11* | *08/17* | *5* | *9* |
| *XYZ Kindergarten* | *Senior Teacher* | *09/17* | *08/20* | *3* | *0* |
| *XYZ Kindergarten* | *Principal* | *09/20* | *10/23* | *3* | *2* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*\*Only full-time experience acquired on or before 20 October 2023 would be counted. All information collected is for the present application only.*

|  |  |
| --- | --- |
| Name of School: School Number: | |
| Contact Number: | Email: |
| Signature of School Supervisor: Name of School Supervisor: | |
| Signature of School Principal: Date: | |