



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.: (12) in EDB(KGA)/KGES/11/4(6)

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24 April 2024

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, 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, monitoring the school's compliance with the Education Ordinance, Education Regulations and other major statutory requirements and guidelines. 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 3 are as follows:

Topics	Major Statutory Requirements in relation to Operation of Kindergartens: Employment Ordinance and Employees' Compensation Ordinance
Date	<b>29 May 2024 (Wednesday)</b>
Time	<b>2:30 – 5:30 p.m.</b>
Target participants	Prospective / incumbent managers and principals of kindergartens
Speaker	Professor Albert SO Man-kit (Practising solicitor, accredited mediator)
Venue	Serena Yang Lecture Theatre, Hong Kong Metropolitan University, 30 Good Shepherd Street, Ho Man Tin, Kowloon
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 and **email it to smctraining@edb.gov.hk on or before 17 May 2024 (Friday)**. The application form (Excel format) can be downloaded from EDB's website through the following path:

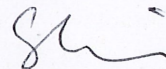
Home > Education System and Policy > Kindergarten Education >  
Kindergarten Education Scheme > 3. Kindergarten Supervisors and Managers –  
References

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 Pre-No. 8 / No. 8 or above is hoisted, Black Rainstorm Warning Signal or “extreme conditions” announced by the Government is/are in force at or after 11:30 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 22 May 2024 (Wednesday). For enquiries, please contact Ms Mabel CHAN (Tel: 2892 5007) or Mr Ronnie YEUNG (Tel: 2892 5000) of the Kindergarten Administration Section.

Yours sincerely,



(Ms Shanice YUEN)  
for Secretary for Education