



寶 覺 小 學
PO KOK PRIMARY SCHOOL
香港跑馬地山光道十一號
11, SHAN KWONG ROAD, HAPPY VALLEY, HONG KONG
TEL:2573 7911 · FAX:2572 4364

Ref no: PTA001E

1st September, 2025

Dear P.1-6 Parents/Guardians,

Re: 20th Incorporated Management Committee's Parent Manager Election Nomination

Since the implementation of school-based management in all public sector schools in 2004, the Education Department has promoted the participation of key stakeholders in school management and decision-making. Our school has set up the incorporated management committee on 31st August 2006, and according to the Education Ordinance, there shall be at least one parent manager in the IMC and where the IMC constitution provides only one parent manager, an alternate parent manager shall also be provided. We are now organizing an election for the 20th Incorporated Management Committee. The details are as follows:

1. Term of service: 1st September, 2025 - 31st August, 2026
2. Vacancy : One parent manager and an alternate parent manager (The parent who gets the highest votes will be the Parent Manager and the parent who gets the second highest votes will be the Alternate Parent Manager)
3. Nomination deadline: 3:00 p.m. 8th September, 2025
4. Nomination method: Please fill in the reply slip and hand it to the class teacher on or before 8th September. (Candidates' information will be distributed on 19th September, 2025)
5. Date of voting: 26th September, 2025, from 8:00 a.m. to 3:00 p.m. (Parents can cast the vote themselves or through the student by putting the ballot paper in a sealed envelope)
6. Counting session: 26th September, 2025, 3:10 p.m. (Parents are welcome to join and monitor the counting)
7. Date of announcing results: 3rd October, 2025 (A letter will be issued to inform all parents of the results of the election)

Remarks:

1. Please read the appendix for further information.
2. The 19th Incorporated Management Committee's Parent Manager is Ms. Rai Geeta (Parent of P.3B Rai Sanjay J, P1C. Rai Yankei and P1C. Rai Yanyin) and the Alternate Parent Manager is Mr Leung Tak Sing, Peter (Parent of P.6A Leung Yuen Fei and P.4A Leung Tsz Hang)

Yours faithfully,

Danny Chan

Mr. Chan Kwan Shek
Returning Officer

-----Reply Slip-----

To the School (Ref no: PTA001E)

Regarding the 20th Incorporated Management Committee's Parent Manager Election, *Please tick the appropriate box.

☐

I would not like to make a nomination.

☐

I would like to nominate myself as one of the candidates.

☐

I would like to nominate _____ to be one of the candidates.

Parent of _____ of class _____.

(Each family can nominate 1 candidate only.)

Name of student : _____ ()

Class: _____

Signature of parent: _____

Date: _____