

**Islamic Primary School**  
**2024-2026 15<sup>th</sup> P.T.A. Parents' Member Committee Election**  
**and**  
**2024-2026 I.M.C. Parent Manager Election**

E/IC/SC/24/67  
4<sup>th</sup> October 2024

Dear Parents,

The 15<sup>th</sup> Parents' Member Committee Election will be held in October. **You are cordially invited to nominate yourself as a candidate to serve the PTA. *The PTA committee members act as a bridge for communication between the school and parents. To function effectively, the committee members must attend at least two meetings every year.***

In addition, it is also time to elect a new Parent Manager and alternate Parent Manager for the **“Incorporated Management Committee” (I.M.C.)** of Islamic Primary School. The successful operation of the IMC really depends on the active participation and support of parents. Both the “Parent Manager” and “Alternative Parent Manager” are important members of the IMC. ***To function effectively, the Parent Manager and alternate Parent Manager must attend several IMC meetings at night at the Chinese Muslim Cultural & Fraternal Association (No. 7, Chan Tong Lane, Wanchai, Hong Kong) throughout the year. The Parent Manager and alternate Parent Manager act as a bridge for communication bridge between the school and parents.***

Parents' participation and support are extremely important for the success of the school's development. Therefore, we hope that all parents can participate in this election and work together for the betterment of our school and the overall growth of the children.

Nomination period:	<b>From 4<sup>th</sup> October 2024 to 18<sup>th</sup> October 2024</b> If you are interested in participating or would like to nominate other parent(s), please complete the Reply Slip attached and submit it through the E-class Parent App on or before 18 <sup>th</sup> October. Late submissions will not be accepted. # Candidates need to submit a personal profile introducing themselves (not more than 80 words) and one passport photo. Please submit it via email to the school vice-principal, Mr. Mok Hon Wai (mail@islamps.edu.hk) on or before 18 <sup>th</sup> October.
Election period:	<b>From 28<sup>th</sup> October 2024 to 8<sup>th</sup> November 2024</b> Our school will distribute the ballots in the form of a school notice. Each family is considered 1 unit, and each unit has 1 vote. Parents must submit their marked ballots to their respective class teacher on or before 8 <sup>th</sup> November. Late submissions will not be accepted.
Vote counting period:	<b>In the afternoon of 11<sup>th</sup> November 2024 (under the supervision of Headmistress Ko Tak Yin)</b> (1) If the number of votes turn out to be the same, the final decision will be made by the current PTA committee members/Parent Manager. (2) After the election of PTA Committee members, the first and the second-placed parents with the highest number of votes become the chairman and vice-chairman respectively, while the positions for the others are selected by the current members of the PTA. (3) After the Parent Manager election, the first and second-placed parents with the highest votes become the Parent Manager and alternate Parent Manager respectively.
Announcement of election results:	<b>18<sup>th</sup> November 2024</b> The results of the election will be posted through the E-notice and given to all parents.

Your support is crucial in making the Parent-Teacher Association successful. Should you have any questions, please feel free to contact Mr. Mok Hon Wai or Ms. Maria. The deadline of the nomination period is on 18<sup>th</sup> October 2024. If you are interested in participating or would like to nominate other parent(s), please complete the Reply Slip attached and submit it through the E-class Parent App. Whether you wish to participate or not, you should submit the Reply Slip through E-class Parent App.

Parent-school cooperation fosters an environment that enables students to grow. Thank you for your support.

Yours sincerely,



Ko Tak Yin  
Headmistress

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**Reply Slip**

E/IC/SC/24/67

**P.T.A. (2024-2026) (The 15<sup>th</sup> Parents' Member Committee Election)  
and  
Election of Parent Manager of I.M.C. (2024-2026)**

- I \* *would / would not like* to nominate myself as a candidate for the position of **Committee Member of the PTA (2024-2026)**.
- I \* *would / would not like* to nominate \_\_\_\_\_ class \_\_\_\_\_ student's parent as a candidate for the position of **Committee Member of the PTA (2024-2026)**.
- I \* *would / would not like* to nominate myself as a candidate for the position of **Parent Manager of I.M.C. (2024-2026)**.
- I \* *would / would not like* to nominate \_\_\_\_\_ class \_\_\_\_\_ student's parent as a candidate for the position of **Parent Manager of I.M.C. (2024-2026)**.

Signature of Parent: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

(Please write in block letters)

Contact Number: \_\_\_\_\_

Student's Name: \_\_\_\_\_ ( )

Date: \_\_\_\_\_

\*Please delete as appropriate.