



26 September 2003

Hong Kong Association of Heads of Secondary Schools

(2002/2003)
Newsletter No. 4

Dear all,

Warmest greetings to you all, especially the new principals, from the Executive Committee.

I think by now you must have synchronized into the momentum of the new school year. Before you get lost in the midst of the busy schedules and plans, I would like to share with you the following matters.

1. **Membership Drive**

The annual membership drive is on the way and you are cordially invited to fill in the renewal forms attached – full membership for serving and new Principals and associate membership for Vice-principals. Please encourage your Vice-principals to join us.

2. **Annual General Meeting**

Please mark in your calendar in advance Tuesday, 16 December 2003 (from 9:00 till lunch) as our Annual General Meeting. Details will be announced in a separate letter to be issued later.

3. **Briefing session on recruitment of external reviewers**

The Quality Assurance Division of Education and Manpower Bureau is recruiting school principals as external reviewer for the forthcoming external school review (ESR). The Association is invited to disseminate this information among our members. According to the Quality Assurance Division, the external school reviewers will work in a team to help conduct ESR in public sector schools. At the same time, Principals serving as external reviewers can fulfil their CPD requirement in the category of service to education and the community. The Association will hold a briefing session in which members will get to know more about the details such as the scope of work and commitment required. Mr. Andrew Poon, Principal Assistant Secretary (QA), will come to share with us. Application forms will be distributed in the session. Details of the briefing session:

Date: 10 October 2003 (Friday)

Time: 4:00 – 5:30 p.m.

Venue: Rhenish Pang Hok Ko Memorial College, 30 Hereford Road, Kowloon Tong,
Kowloon

Please fill in the reply slip if you are coming.

4. **Review of the Academic Structure of Senior Secondary Education**
Though the Executive Summary has been sent to us some time ago, members are strongly advised to view the full version of the report which can be downloaded from http://www.e-c.edu.hk/eng/reform/index_e.html. It gives clear insights into the possible changes in curriculum, administrative manoeuvre and staff deployment. For those who would like to plan ahead, don't miss this important document. Please note that some members of our Executive Committee are now working with representatives from other educational bodies to follow up its development.

5. **Oral Quotation for items below \$30,000.00**
Some members reported difficulties in the audit exercise in that school are requested to obtain at least two oral quotations when purchasing very minor items (those under \$8,000.00). It seems rather impractical and time-consuming for schools to follow this practice. So we will try to discuss the matter with the audit section. Members are welcome to forward any suggestions or real cases to the Chairman.

6. **40th Anniversary**
The Association will celebrate its 40th anniversary next year. In the coming Annual General Meeting, a kick-off ceremony will be held to mark the commencement of a series of events to be held throughout the year. We will keep you informed of the latest development.

7. **CPD courses with The Chinese University of Hong Kong**
The four modules are already fully subscribed, with a total enrolment of 130. The first module is going to commence shortly. Our Vice-chairman, Sister Wong May-may, has been working hard for all the preparation and logistics involved. Details have also been put on our web-site (<http://www.ahss.edu.hk>) for participants' reference.

Take care and I will write soon on the Annual General Meeting.

Mrs. Lee Shek Yuk Yu, Ruth
Hon. Secretary

Hong Kong Association of Heads of Secondary Schools

Reply Slip

Briefing session on recruitment of external reviewers

Date: 10 October 2003 (Friday)
Time: 4:00 – 5:30 p.m.
Venue: Rhenish Pang Hok Ko Memorial College
30 Hereford Road, Kowloon Tong, Kowloon
Enquiries: Mrs. Ruth Lee (2548 6047)

I will attend the captioned meeting.

Name : _____

School: _____

Contact No: _____

Fax No: _____

Please return the slip to the Chairman by fax 2336 0953 or e-mail (wwy@rhenishcollege.edu.hk) or by post on or before 7 October 2003.

Mr. Wong Wai Yu Michael Rhenish Pang Hok Ko Memorial College 30 Hereford Road Kowloon Tong Kowloon
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