6 Project Team of Parent Education Activities for Life Planning of NCS students

6.1 Team Members

Engaging a wide range of teaching staff in the team will promote the implementation of parent education activities for the parents of NCS students, which can encourage and assist NCS students in setting a long term goal in life planning and responding to their needs. The team organising parent education activities should include:

- Principal and Vice-principal
- Teaching and Administrative Staff
- Career Guidance Team
- Class teachers of NCS students
- Teachers for home-school coooperation
- School social worker
- NCS teachers/teaching assistants

6.2 Roles of Members

The participating staff may supervise, draw up school calendar, organise, implement and support the activities having regard to the actual needs of activities.

Role(s)	Member(s)
1. Supervision • Assign duties to participating staff • Give directions and suggestions on the overall planning and coordination	• Principal • Vice-principal
2. Drawing up schedule • Confirm the date and time for parents' day and parents' evening on the school calendar by the teaching and administrative staff	• Teaching and Administrative Staff
3. Organisation • Career Guidance Team and teachers for home-school cooperation co-organise the parent education activities and propose the themes, focuses and plans for them	• Career Guidance Team • Teachers for home-school cooperation
4. Implementation and Support • NCS teachers/teaching assistants are responsible for liaison prior to the activity. During the activity, they will assist in interpretation and communication. • Career Guidance Team and Teacher for home-school cooperation co-organise the parent education activities • Career Guidance Team, class teachers of NCS students and school social worker will follow up on the	• Career Guidance Team • Class teachers of NCS students • Teachers for home-school cooperation • School social worker • NCS teachers/teaching assistants

parents in greater needs and conduct individual counselling with them	