



## Parent-Class Representative Policy

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| Version                  | Document Title                     | Status          | Author         | Approved by | Date              | Reviewed Date | Next Review Date |
|--------------------------|------------------------------------|-----------------|----------------|-------------|-------------------|---------------|------------------|
| 0.1                      | Parent-Class Representative Policy | Final           | Vice Principal | Principal   | June 2024         | August 2026   | August 2027      |
| Regional Director        |                                    | Principal       |                |             | Vice Principal    |               |                  |
| Head of Foundation Stage |                                    | Head of Primary |                |             | Head of Secondary |               |                  |

## A. Purpose

The purpose of this policy is to outline the role and responsibilities of Parent Class Representatives, ensuring a collaborative and supportive environment for both teachers and parents. This policy aims to enhance learning, support school activities, and foster a strong sense of community within the school.

## B. Scope

This policy applies to all Parent Class Representatives, teachers, and parents involved in the school's activities. It sets clear expectations for the role of Class Representatives and provides guidelines for their engagement in school activities.

## C. Role of Parent Class Representatives

Parent Class Representatives play a crucial role in supporting teachers and enhancing the classroom experience for students. Their primary responsibilities include:

### C.1. Organizing Parent Volunteers:

- Coordinate with teachers to identify opportunities for parent involvement.
- Organize parent volunteers for activities such as:
  - Reading to children
  - Assisting during field trips
  - Helping with costumes and preparations for concerts
  - Organizing bake sales
  - Setting up and maintaining display boards
  - Collecting materials for school projects

### C.2. Supporting the School:

- Act as ambassadors for the school, promoting a positive image and fostering a sense of community.
- Provide constructive feedback to school administration to improve school policies and practices.
- Attend KHDA (Knowledge and Human Development Authority) meetings and other school meetings on invitation.

## D. Responsibilities

Parent Class Representatives are expected to:

### **Communication:**

- Serve as a liaison between the teacher and parents, ensuring effective communication of classroom needs and activities, on request.
- Share information about volunteer opportunities and school events with class parents.

### **Coordination:**

- Organize and schedule parent volunteers for various classroom and school activities respectively.
- Ensure that all volunteers are aware of their roles and responsibilities.

### **Participation:**

- Actively participate in school meetings and events.
- Provide critical feedback in focus groups.

## D. Selection and Tenure

### **Selection:**

1. Interested parents will be invited by the school to apply for the post.
2. Parent Class Representatives will be selected at the beginning of each academic year.
3. Each class in Foundation Stage to Secondary school will have one class representative.
4. If there is more than one candidate, names will be picked from a hat.

### **Tenure:**

1. The term for a Parent Class Representative is one academic year.
2. Representatives may serve multiple terms if reselected.

## E. Support and Training

The school will provide support and training to Parent Class Representatives to ensure they are well-equipped to fulfill their roles. This includes:

### **Orientation:**

An orientation session at the beginning of the academic year to familiarize representatives with their responsibilities and school policies.

## **Ongoing Support:**

- a. Regular check-ins with teachers and school administration to address any challenges or concerns.
- b. Access to resources and materials needed for organizing activities and volunteer efforts.

## **F. Conclusion**

Parent Class Representatives are vital to the success of our school community. By clearly defining their roles and responsibilities, we aim to create a supportive community environment.