

# Parents Participation at SSiS

May 2020

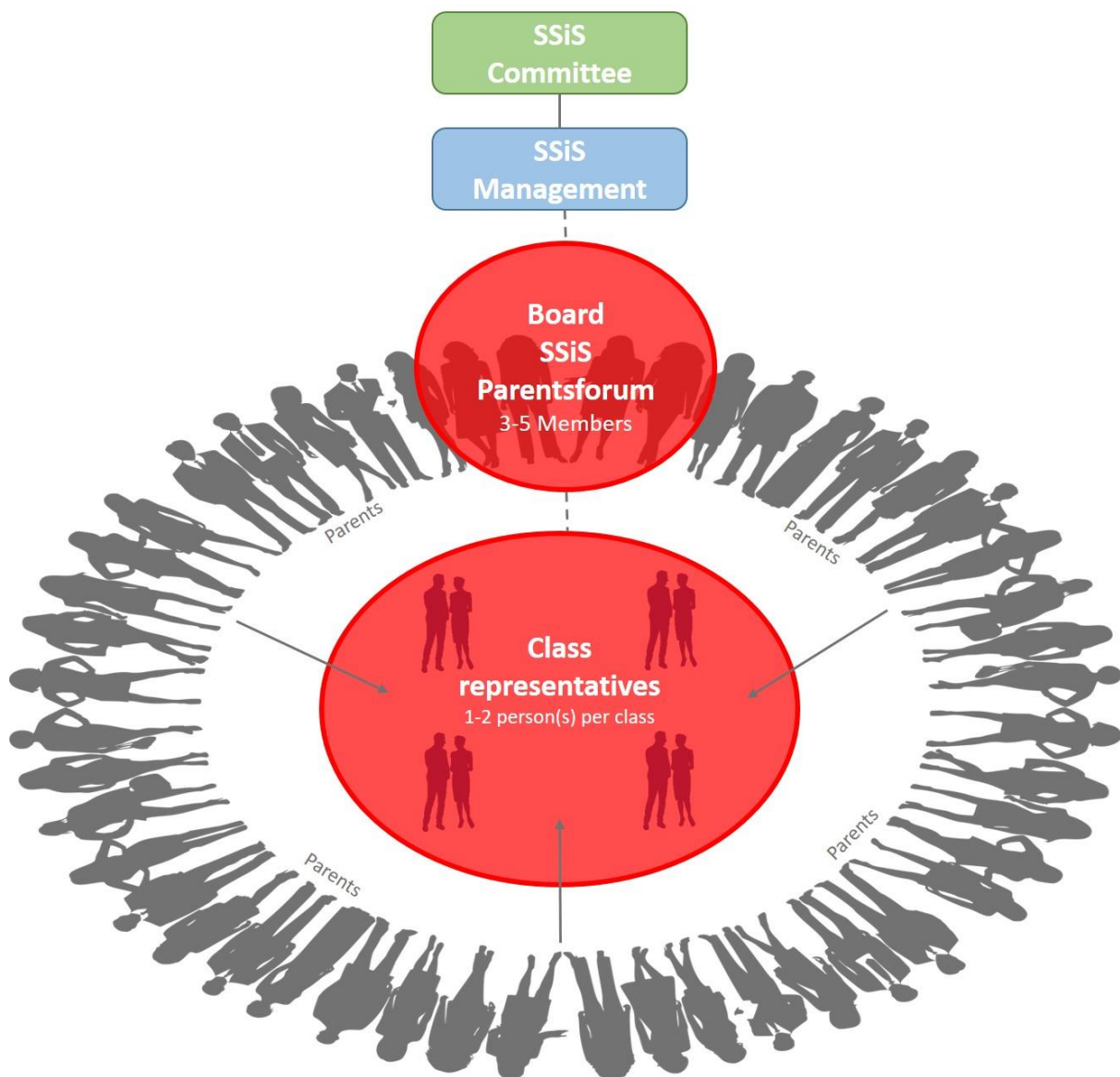


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## Parents Participation

We recognize that collaboration with parents is essential to creating a positive and personal school experience for your child. SSiS thrives when parents share their ideas, skills and talents. SSiS encourages parents to engage through three existing channels: The Committee, The Parentsforum and Class Representatives.



## 1. The Committee

The members of the SSiS Committee form our school's governing body, which is an integral part of our school leadership. The role of the Board of Governors is to set the ethos of the school through a mission statement, to drive continuous improvement, support, challenge, and hold the Principal and other members of the school leadership team accountable by negotiating and stretching targets for improvements in standards and monitoring their progress towards the goals.

The governing body develops the strategic aims and ensures their fulfilment. It forecasts future scenarios and responsibly guides the school towards the future trends.

For interested parties who would like to apply to be part of our Committee, please email your motivation letter and CV to our President.

## 2. The Parentsforum

The SSiS Parentsforum is a meeting held 3-4 times per year during which a parent-defined agenda is discussed. While Class Representatives (described below) are expected to attend the Parentsforum meetings, **all SSiS parents are invited** and encouraged to participate in the meetings as well. The Parentsforum:

- Aims to facilitate the communication and understanding between the parents, teachers and school management to support the positive learning atmosphere of the school
- Promotes the cooperative interaction of the entire school community
- Supports the school in the area of additional activities (charity, Parent's talks, Welcome Coffee mornings, re-use of school uniforms, etc.)
- Represents the concerns, requests and recommendations of the parents

### 2.1 Scope/Limitations

The Parentsforum is designed to support the management of the school. In that capacity, the Parentsforum is encouraged to make thoughtful recommendations but it is not a decision making body beyond its own events, such as Parent's talks, Welcome Coffee, etc. The Parentsforum does not represent individual interests, rather it is a body that communicates and acts on behalf of the SSiS parents as a whole.

Topics discussed are relevant to parents as a whole. Issues with individual members of the community, including particular staff or students, should be addressed with the relevant party and Management directly, independent of the Parentsforum. Strategic or operational recommendations should be discussed in conjunction with the Management. Ultimately, the Management and the Committee are the decision-makers on all pedagogical topics.

## 2.2 Organization

The SSiS Parentsforum is composed of the class representatives of all classes of SSiS, as well as all SSiS parents that choose to engage. The Parentsforum elects a board who is responsible for organizing and chairing meetings of the Parentsforum. The school's Vice Principal participates in these meetings and liaises between the SSiS Parentsforum and the school/committee. Upon request, members who stand back from the Parentsforum receive an official work confirmation letter from the school.

## 2.3 SSiS Parentsforum Board

The board coordinates the cooperation between the school, the parents and the class representatives. It takes up ideas, is responsible for annual planning and coordinates project implementation. Tasks include:

- Organizing and chairing meetings i.e. setting agenda topics for discussion based on parent input
- Determining the frequency of meetings/events and announcing the respective dates at the beginning of the school year
- Supporting the success of parent-led events, such as the Flea Market or Welcome Coffee
- Setting-up the Parentsforum for success in the next year

### 2.3.1 Election of the Board

- The Board shall be composed of 3-5 parents; in case too many people stand for election, a simple majority is required
- The Board organizes itself in a way that it sees fit to accomplish its goals. All boards need to designate someone to be the liaison with Management, as well as meeting organizers and group chairs. Previous boards have had a president, chairperson for finance, and representative of the Class Representatives ("class representatives' spokesperson")
- The election of the Board's President (i.e. liaison with Management) is to be held at the last meeting of the current school year. The term of office is valid for the following school year

## 2.4 Communication

- Minutes- A participant writes the Minutes for each Parentsforum meeting. The parents vote on these meeting Minutes at the beginning of the next Parentsforum meeting
- Dropbox and Email- The Parentsforum has a Dropbox and an email address, which are both managed by the Board. The Dropbox culls working documents as well as past documents for events and meetings. Often one person is designated in the Board to be responsible for these two communication channels. They share the Dropbox link with those who need it and respond to emails

## 2.5 Parentsforum Meetings

- As mentioned above, the Board of the Parentsforum prepares and chairs the meetings
- Parent topics for discussion should be submitted by the Class Representatives, or by parents more broadly, to the Board before the respective Board meeting, in order to have an informed and useful discussion
- A representative of the SSiS Management attends the Parentsforum meetings and informs the Parentsforum of issues concerning the entire school
- English is the administrative language at SSiS. Therefore, the minutes are written in English. German and French discussions are welcome in meetings, and are translated into English to ensure that every member can both speak freely and understand clearly
- All decisions are taken by a simple majority of the members present

### 2.5.1 Example Parentsforum Meeting Cycle

- The Parentsforum Meeting is announced in the Parent's Information sent out by the school
- The Class Representative of the Board sends out a whatsapp note to all Class Representatives soliciting topics for discussion
- The Class Representatives send topics raised by parents to the Board's Class Representative
- The Parentsforum Board meets with the representative from Management one week prior to the Parentsforum meeting to discuss topics raised and prepare
- A selected member of the Board sets the Parentsforum agenda and organizes the meeting (usually the President)
- The Parentsforum meeting takes place: The Minutes from the last meeting are approved and the Minutes for the current meeting are taken

## 2.6 Finances

- Work performed on behalf of the Parentsforum is voluntary and unpaid
- The school provides premises free of charge
- The school provides a deficit guarantee of up to SGD 1800.- per school year
- The Parentsforum is in charge of their petty cash
- Any revenue from Parentsforum events shall be used for other school or Parentsforum events, charity or investments in the school

## 2.7 Continuity

Before the school year ends, the following activities must be completed to ensure a smooth transition and a working organization:

- Electing a Board President
- Organizing the Welcome Coffee and the Family Day for the coming school year
- Set dates for expected events for the next school year

### 3. Class representatives

Class Representatives are a central part of the SSiS community, bringing together teachers and parents within and across classes. Class Representatives help set the tone of a child's class by organizing activities and supporting the teacher. It is an opportunity to more fully participate in SSiS, make connections, stay up-to-date, and in the end receive a "Volunteer Work Confirmation" for the efforts.

#### 3.1 The purpose of the Class Representative is to:

- Facilitate an inclusive and supportive class spirit
- Build community amongst the parents and the teachers in your child's class
- Represent the class in the Parentsforum

#### 3.2 Activities that support Class Representative's work include:

##### *Class activities*

- Compiling and distributing the class lists using email or WhatsApp
- Scheduling class playdates or gatherings amongst students and parents, once a semester is common
- Organizing a small farewell gift for any student leaving the class (e.g. a cup with a class photo on it), a "thank you" for the teacher at the end of the year (e.g. a voucher or photo book of the class) and a birthday cake for the teacher's birthday
  - Often Class Representatives collect 15-20 SGD from each student at the beginning of the school year to cover costs for the above small gifts

##### *School-wide activities*

- Participating in the Parentsforum sessions 3-4 times per school year
  - Prior to the Parentsforum meetings, Class Representatives are requested to collect and share with the Parentsforum Board ideas or issues raised by parents in their class
  - After the Parentsforum meetings, provide feedback to parents in their class regarding relevant information discussed or shared during the Parentsforum meetings
- Welcoming new families at the Welcome Coffee event
- Supporting the Parentsforum in its tasks as needed throughout the year

#### 3.3 Election of the Class Representatives

One or two class representatives per class are elected annually at the first parents' evening of the school year. It is possible to be re-elected from the previous year. However, it is not possible to represent several classes at the same time. If many parents are interested, then a simple majority is required. If no class representatives can be found, the class remains without support and without representation in the Parentsforum.