

Small help for parents' representatives



Dear parents' representatives,

Congratulations to your election. Welcome in our Parents General Committee (PGC). To ease your start we decided to highlight some of the more important issues you come across as parents' representative. You are welcome to complement this list any time.

Class Cash Box

At the beginning of each school year, most classes collect money for a common class cash box. The money will be used for any activities concerning the class. It would be best to collect the money for this cash box at the first parents evening (ca. KSh 1,000). It should be decided who takes care of the money, class teacher or parent.

Telephone- and email-list

The Parents Committee can only function efficiently if communication is working properly. It is vital that each parents' representative has an up-dated class list right at the beginning of the new school year including all email addresses. This way information can be processed directly. The class teachers are responsible to provide these lists to all parents. Make sure you get this list as an excel-sheet. This way you can add changes more easily.

Class and school activities

Each class can organize meetings / parties anytime (in accordance with the class teacher).

Class 2 and Class 4 have additional duties.

Class 2: Parents of Class 2 traditionally cater at the school enrolment of Class 1.

Class 4: In December there is an information evening for the parents of the new scholarship students. Following this, Class 4 parents invite the parents of the new scholarship students into the cafeteria. With some finger food catered for by the boarding house this gives all parents a chance to get to know each other and exchange some information.

Next to all these activities that each class organizes individually, we have some school activities:

Christmas concert at Tigoni : The parents' representatives are responsible for decorating the church for this venue.

Christmas coffee for our teachers: The PGC invites all teachers shortly before the Christmas break. Parents' representatives organize if possible savory but also sweet dishes. Kindergarten and school organize these individually as time tables of the teachers run differently.

Sommerfest/ School Party: Parents are responsible for planning, organization and execution of this activity. An Organizational Team will be installed. You are welcome to participate your ideas and organizational talent.

Meetings of the Parents' General Committee:

Twice or three times a year parents' representatives will meet as the Parents' General Committee.

Here we will discuss important school matters. The Chair of the PSC will inform about their meetings. The PSC meets monthly. The dates will be published in advance. Any questions and / or suggestions arising in your classes can be forwarded to the Chair of the PSC before each meeting.

You will find more detailed information concerning the duties of a parents' representative on our school homepage: *parents' committees, ,DSN parental – cooperation'*.

Thank you for your participation. We are looking forward to a successful cooperation with all bodies of our school.

Chair of the PGC 2013 / 2014