

# Guidelines for Class and Section Representatives

The best way we can support our children in their learning is to maintain clear and constructive channels of communication between parents and the teaching, management and administrative staff of the FIS. The PTO has developed guidelines for a system of Class and Section Representatives to achieve this, in line with the FIS Mission and Vision.

## **FIS Mission**

To foster international-mindedness through a challenging curriculum in a caring and cooperative environment, inspiring students to become well-rounded citizens committed to the service of humanity.

## **FIS Vision**

A community exemplifying progressive pedagogy, innovative technology, and service learning. Our students will exhibit

## **Class Representatives**

Each class or advisory group in each grade at the FIS shall have one or two Class Representatives selected from amongst the parents.

PTO By-laws 6.3.6

The role of the Class Representative is to enhance communication between parents and teachers and see that any parent support teachers ask for in the classroom is provided.

### What is a Class Representative?

- a representative of a parent constituency, agreed on by that constituency
- a parent volunteer who wants to be more involved in their child's school life

### What does a Class Representative do?

- enhances communication (both ways) between parents & teachers
- supports day-to-day learning in the classroom by assisting with the organization of special events or extra support in the classroom as identified by the teacher
- guides parents to correct channels for issues, compliments, questions, or ideas.
- helps to build community spirit within the classroom group by being part of activities across a Grade or Section

# Guidelines for Class and Section Representatives

What does a Class Representative need to be?

- keen to be more involved in their child's school life
- a good listener
- not afraid to ask for help!

Support – you need it!

- ask for support from your Section Representatives, other Class Representatives and the PTO President or Board Members.

## Section Representatives

Each School Section at the FIS will have one Section Representative designated from among the Class Representatives of that Section by the relevant Section Principal and teachers, in consultation with the President of the PTO.

PTO By-laws 6.3.6

The role of the Section Representative is to enhance communication between parents and teachers, and school management. The Section Representative should encourage parents to use the appropriate channels of communication within the school and with teaching staff and the administration.

Section Representatives are also PTO Board members, and have a responsibility to report to regular PTO Board meetings. Section Representatives will need to be in regular communication with Class Representatives to discuss topics of importance or major issues.

Section Representatives should meet regularly with their respective Principals - at least monthly. These meetings should only take as long as the topics to discuss require. It goes without saying that confidentiality is maintained with regard to all of their responsibilities.

What is a Section Representative?

- a principal-appointed (unelected) representative of a parent constituency
- a parent volunteer who specifically welcomes interaction with other parents

# Guidelines for Class and Section Representatives

## What does a Section Representative do?

- enhances communication (both ways) between parents and school management
- guides parents through correct school channels for any issues, compliments, questions, or ideas • helps to build community spirit within the Section by helping to organize activities across a Grade or Section

## What does a Section Representative need to be?

- a good listener
- able to be visible within the school community – attending events, assemblies
- able to keep up connections with Class Representatives
- not afraid to ask for help!

## Support – you need it!

- ask for support from other Section Representatives and PTO President or Board

## For all Representatives:

At least twice in the course of the school year, Principals will meet with all Class and Section Representatives from their Sections as a group.

### **and importantly**

- confidentiality is essential: ask first if you wish to quote others
- be positive, promote problem-solving
- build community within the school by helping with or coordinating activities
- set your own goals – how and when to meet people
- try to be visible and accessible within the FIS community