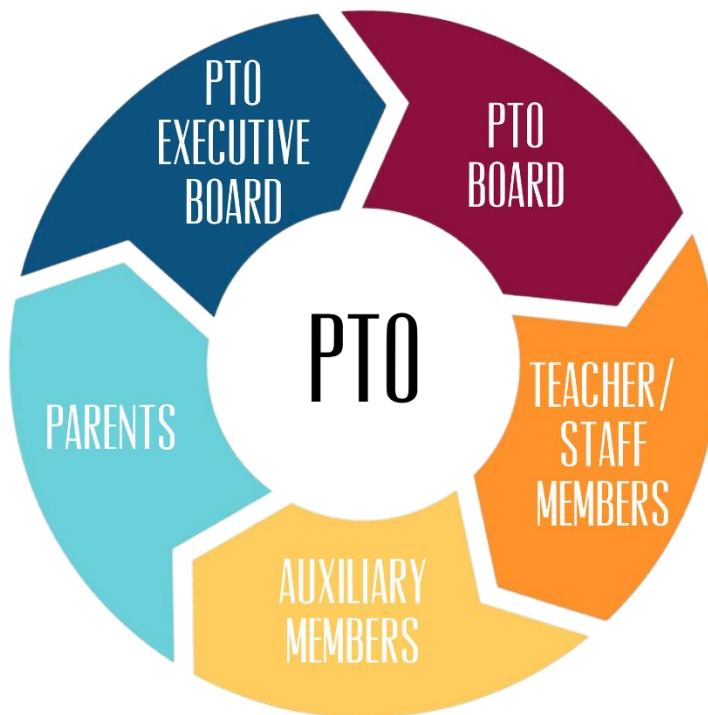


The PTO Board Consists of the PTO Executive Board, Teacher and Staff Members and Auxiliary Members.

Board Member Duties

- The President leads and directs the PTO to achieve the PTO’s goals. The President also chairs PTO Board meetings and breaks all tied votes. The President may appoint Auxiliary Board Members.
- The Vice President assists the President and fulfills the President’s duties when the President is unable to do so.
- The Secretary announces the candidates and the date of the PTO elections.
- The Treasurer tracks the PTO’s finances and distributes quarterly statements.
- Teacher/Staff Members facilitate communication between the PTO and the FIS teachers and staff.
- Auxiliary Members assist with the PTO initiatives and goals as the President directs.



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 Grade 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 integrity and the desire to make a positive impact in the world.

Class and Grade Representatives

The roles of the Class and Grade Representatives are to enhance communication between parents, teachers and staff and to ensure that any parent support teachers request for the classroom is provided.

Each class from the Primary School (EY3 through Grade 5) at the FIS shall have one or two Class Representatives selected from amongst the parents.

Each Grade from the Secondary School (Grade 6 through Grade 12) at the FIS shall have one or two Grade Representatives selected from amongst the parents.

What does a Class and Grade Representative do?

- Forwards information from the PTO about upcoming events and activities to the class parents.
- Enhances communication (both ways) between parents, teachers and staff.
- Helps build community by being part of activities across the school.
- Supports learning by assisting with special events as identified by the teacher.

- Guides parents to correct channels for issues, compliments, questions, or ideas.

At least twice in the course of a school year, the PTO Executive Board will meet with all Class and Grade Representatives as a group. Attendance is not mandatory.