

## **PSI CLASSROOM PARENT GUIDELINES 2011/2012**

### **1. Introduction:**

The Classroom Parent (CRP) serves as a valuable link between the teacher, other class parents and the Parent Teacher Association (PTA).

In the PSI we aim to have at least one CRP for each class.

### **2. Classroom Parent's main responsibilities:**

- communicate with class parents (by email, SMS, class newsletter, face to face or phone call) about upcoming class and PTA events
- help with PTA and class events
- liaise with the Classroom Parents Coordinator
- cooperate with the homeroom teacher
- organize parents socials when appropriate (coffee morning, lunch, etc)
- welcome new families to the class

### **3. Classroom Parent is *not* responsible for:**

- mediating parent/teacher conflicts
- discipline or security matters
- academic issues
- acknowledgement of class parent birthday, departures, etc

### **4. Where do you start?**

#### **4.1 Meet with your teacher**

- Discuss the teacher's expectation of you and your role
- Agree upon the level of involvement the teacher would like from the Classroom Parent – this is often greater in the Early Childhood (EC) and becomes less of a need in the upper school. Remember: the classroom belongs to the teacher and the students – we are only there to help!

#### **4.2 Contact the parents in your class**

- You will receive a contact list of the parents in your class
- Respect that some of the parents may not be able to disclose their contact details publicly or may not be included in the school directory. Speak to them and decide how to best handle this situation.

#### **4.3 Set up a Class Parents Coffee Morning, Lunch or Dinner:**

Do it after you have met with the teacher. You will have an idea about what events are planned for the year and how the teacher wants parents involved.

#### **5. Teacher Appreciation:**

Most classes recognize teacher's birthdays as well as end-of-year/holidays with gifts. A suggestion for teacher's birthday is to keep it simple. A few flowers and perhaps a small gift are adequate.

#### **6. Money collection:**

It is highly recommended that CRP request a *voluntary* monetary contribution from parents in their classes up front before the school year sets in. Usually it is done at the first coffee meeting or via notes sent out in the class folders and by e-mail.

### **Thank you again for volunteering!**

We all know that Classroom Parent role is entirely voluntary and we greatly appreciate the commitment you are making. We hope all parents recognize your effort and support you in this spirit!

Should you have any questions, please contact Mariola Majcherczak, Classroom Parents Coordinator at [majcherczak.mariola@gmail.com](mailto:majcherczak.mariola@gmail.com) or Amal Barmoro, PTA President at [ptapresident@psi.kiev.ua](mailto:ptapresident@psi.kiev.ua).

We are here to support you!

