



# ROOM PARENT HANDBOOK

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## **A. Room Parents**

Thank you for volunteering to be a room parent for your child's classroom. We very much appreciate the contribution that you are making to improving the school and what we can offer for the students and other parents. As an important liaison between the homeroom teachers/form tutors and students' families, room parents help to strengthen the sense of community around the school.

### **1. Communication**

Communication is key to being an effective room parent:

- Communicate with the homeroom teacher to understand her or his needs in person or by email.
- Communicate with your class parents so they can volunteer to help meet those needs by email.
- Communicate with the Section Leader or Marketing Manager to help organise community events in person or by email.
- Communicate with class parents to see what social activities they would like to attend.

Confidentiality is an important aspect of your responsibilities as a room parent. It is an important obligation to protect each student's right to privacy. Information or observations about individual children made during volunteer work are to be kept confidential. If you observe or perceive a problem with any student, please notify the homeroom teacher/form tutor only. A room parent is detached and not political.

### **2. Responsibilities**

- Room parents meet periodically (about once every half term) with the Principal, Marketing Manager and other room parents of their section.
- At the beginning of the school year room parents should set up a meeting with their homeroom teacher/form tutor to discuss support needed for classroom activities and events.
- During your meeting, give your teacher the opportunity to tell you how he or she works best with a room parent. Some teachers have very specific plans they wish to implement; others appreciate a room parent to take the initiative and plan activities within certain given guidelines.
- Determine if the teacher wishes assistance with organising outdoor events and/or field trips.
- Class activities. Please discuss dates and times for activities/parties as a Grade so that one class is not doing something and other classes are not. Then discuss needs for volunteers, food & beverages etc, coordinate volunteers and follow up. When you call parents for volunteer help, go through the class list in rotation. Try to offer opportunities to all parents equally.

- If you are expected to volunteer, but cannot be present, please arrange a substitute. If you cannot find someone to fill in your position, please notify the homeroom teacher/form tutor in advance. Please find someone else from your class to fill in for you at meetings the school or your school section invites you to.
- Help the section representatives (LIK, Primary and Secondary) and the Marketing Manager to organise section events and whole school events.
- Some room parents collect a few Euros from the class parents at the start of the year to cover such costs as St. Nicolaus visit, present for teacher, Easter eggs, etc. so that they do not need to ask throughout the year.

### **3. Correspondence**

- Correspondence should be preferably by email. Letters risk the chance of being forgotten in the children's school bag. As a room parent you will be given access to an email distribution list for your class only.
- This class e-mail can't be used for e-mail replies and does not allow seeing individual e-mail addresses as to German data protection regulations. Each class e-mail list already includes the e-mail address of your homeroom teacher/form tutor as blind copy (bcc).
- Write an e-mail to parents to introduce yourself and provide them with your email-address and phone-number. Provide information on volunteer activities coming up, if applicable.
- E-mails to parents must be written in English - the operating language at LIS. In addition to the English version there can be German translation if you wish. We are an international school with many students and parents from abroad; they must not be excluded from communication.
- Correspondence as a room parent is mainly about organisational classroom and social events. From time to time you may be approached by another parent and asked to help bring something to the attention of the teacher or school. As a school, we expect any issues to come to those concerned quickly so that a response / solution can be found and you may need to help other parents talk to a teacher in this case.
- Any other letters regarding school or community matters will be sent out by the school directly.
- It is not part of the role as room parent to forward e-mails to your class parents on behalf of third parties other than the Section Representatives and the Marketing Manager.

## **B. Section Representatives**

### **1. Election**

- At the beginning of each school year, all room parents receive an email from the school with an invitation to a first room parent meeting together with this room parent handbook.
- The room parents of each section elect one or more Section Representative amongst them for the school year. It is important to note that the representative must speak English (the operating language of the school).

### **2. Responsibilities**

The Section Representatives meet periodically with:

- The Head of School
- The room parents of their section
- Meetings can be set according to needs by either side.
- At the beginning of the school year set up a meeting with the Head of School to discuss specific needs for the section.
- Room parents should use the Section Representatives as the liaison with the Head of School. Section Representatives are available to answer questions from room parents. For this purpose, the Section Representatives provide a telephone number and email address to all room parents of their section.

### **3. Correspondence**

- Send requests for agenda items to room parents.
- Draft agenda and get approval from section Principal before inviting room parents.
- Inform the room parents about the specific needs for your section for the school year ahead as well as important dates for events throughout the school year.
- Correspondence should be preferably by email class distribution lists as provided. Correspondence as a section representative is mainly about organisational section matters and events. From time to time you may be approached by another parent and asked to help bring something to the attention of the teacher or school. As a school, we expect any issues to come to those concerned quickly so that a response / solution can be found and you may need to help other parents talk to a teacher in this case.
- Emails to room parents must be written in English. In addition to the English version there can be German translation.

### C. Yearly events

Below is a list of events that the school has traditionally organised each school year and are part of the school calendar. It is not an exhaustive list. Parental support and involvement is very much appreciated. We encourage room parents to initiate new activities and find the support/ approval of their school section.

<b>Event</b>	<b>Initiator</b>	<b>When?</b>
Back-to-School Party	LIS	August
International Day	Primary Leadership Team	September
St. Martin's Walk	LIK	November
Musical Performances	Ms Annie/Mr Foulkes	December
Wish Tree	Ms Lindenlaub with Room P.	November/December
Christmas Lunches (1y) Christmas Parties (LIK)	Room Parents	December
Book Week	Primary + LIK	March
Project Week	Secondary	June
Summer Picnic	LIK	June

**Thank you for volunteering to be a room parent for your child's classroom!**