

Welcome Room Parents

Dear Parents,

Parent involvement and communication is an important aspect of our Primary School. As such, **thank you** for volunteering to be a Room Parent for your child's class.

We very much appreciate the contributions that you will make to improving the school and what we offer the students and other parents.

As a liaison between the Classroom Teachers and students' families, Room Parents help to strengthen the sense of community around the school; are actively involved in shaping the development of Primary School; provide feedback from a parental perspective on proposed Primary School issues; and provide support to class/school events and activities throughout the academic year.

In short, your role is an important one.

We trust that, as you browse through these pages, you will find answers to any questions you may have. Please do not hesitate to contact any member of staff if you would like further information.

We look forward to seeing you soon and once again, **thank you** for volunteering to be a Room Parent for your child's class.



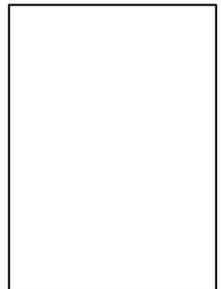
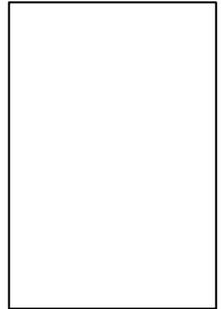
Tim Belfield
Primary School Principal

tim.belfield@lis.school



Liane Lindenlaub
Marketing Manager

liane.lindenlaub@lis.school



Mission and Statement of Principles

Our Motto

Learning to be a citizen of the world

Our motto stresses that our school is not only, or even most importantly, about passing examinations. It is principally about learning how to become a valuable member of society, a contributor to society and an upholder - or even developer - of global values. We are international, we look beyond boundaries, we are part of global society, and it is to that society that we contribute. That does not mean that we disregard local society, it means that we also contribute to local society but recognise that local society is part of a greater whole. So our students are, firstly, learning how to be a positive contributor to global society and, secondly, acquiring the knowledge that enables them to do so.

Our Mission

Leipzig International School provides a high quality international education, conducted in English, to children of all backgrounds, thereby supporting the regional community and promoting international understanding.

Our Core Objectives

1. We create a safe and stimulating learning environment in which our students can discover and develop their intellectual, physical, social and creative potential.
2. We help our students to be happy, well-balanced, ethical individuals who work effectively and willingly with others.
3. We educate our students to think and act with openness to the perspectives, values and traditions of other cultures and communities.
4. We enable our students to understand and express ideas and information confidently and creatively in more than one language.
5. We employ caring, committed and talented international staff, and provide them with the training, the resources and the environment to further develop their professional skills.

Our Core Values

1. We uphold the principles of equality of opportunity and fair treatment of all individuals.
2. We embrace diversity as an essential part of our learning environment.
3. We respect ourselves, we respect each other and we respect our environment.
4. We value honesty, fairness and integrity.
5. We recognise that we are fortunate and assume our responsibility to make a positive contribution to society.

Useful for 2018-2019

Monthly meeting dates

- Monday 17 September 2018
- Monday 1 October 2018
- Monday 5 November 2018
- Monday 3 December 2018
- Monday 14 January 2019
- Monday 11 February 2019
- Monday 11 March 2019
- Monday 8 April 2019
- Monday 13 May 2019
- Monday 17 June 2019

Please note that these dates are subject to change.

Main 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, is subject to change and does it include individual grade activities. However, any parental support and involvement is greatly appreciated.

Event	Key staff member(s)	When?
Back to School Party	Marketing Manager	Wednesday 29 August 2018
Halloween	Primary School Principal	Tuesday 30 October 2018
International Day	Primary School Principal	Friday 16 November 2018
Christmas Concerts	Music Teacher	Thursday 13 December 2018 Friday 14 December 2018
Christmas Lunches	Primary School Principal	Monday 17 December 2018 to Wednesday 19 December 2018
Fasching	Primary School Principal	Monday 4 March 2019
Book Week	English Coordinator Teacher Librarian	Monday 18 March 2019 to Friday 22 March 2019
Show	Music Teacher	Thursday 4 April 2019 Friday 5 April 2019
Class parties	Class Teachers	Monday 17 June 2019 to Thursday 20 June 2019

We also encourage Room Parents to initiate new activities and find the support/ approval of the Primary School Principal.

Emails

Role	Name	Email
Primary School Principal	Tim Belfield	tim.belfield@lis.school
Primary School Assistant Principal	Leslie Wandkowsky	leslie.wandkowsky@lis.school
Primary Management Assistant	Antje Lorbeer	antje.lorbeer@lis.school
Marketing Manager	Liane Lindenlaub	liane.lindenlaub@lis.school
Music Teacher	Annie Hedenig	ann.hedenig@lis.school
English Coordinator	Lucy Calabrese	lucy.calabrese@lis.school
Teacher Librarian	Eve Carroll	eve.carroll@lis.school

Requirements to be a Room Parent

Any parent of a child within the Primary School may apply to be a Room Parent. The only exception is if that parent is a member of staff working within Primary School. This is because they will already be aware of the items discussed within meetings and would be unable to help out with class events given they have their own responsibilities within the Primary School.

Furthermore, all Room Parents must have a good level of spoken and written English and be able to commit to the majority of monthly meetings for that academic year.

How to apply

At the start of each academic year, the Primary School Principal invites parents to register their interest in becoming a Room Parent.

If you are interested in becoming a Room Parent for your child's class, please send the Primary School Principal an email that contains the following:

- Your full name
- The name(s) of your child(ren)
- The class(es) of your child(ren)
- Your phone number
- (As appropriate) Which of your children's classes you would like to represent
- How many years you have been a Room Parent (so we can hopefully pair you with someone with an appropriate amount of experience)
- The following statement "*Should I become a Room Parent, I hereby give permission to LIS to allow my personal email to be shared amongst all other Room Parents as well as with the parents of the class which I will represent.*"

This last statement is to ensure that there is no delay in email communication between Room Parents and the Class Parents whilst also adhering to any data protection concerns.

Please note that:

- You can apply to be a Room Parent for more than one class, but the likelihood will be that you will only be assigned to one class.
- Between 1 and 2 Room Parents are needed for each class.
- Should there be more than two volunteers for a class, then the Primary School Principal will speak to those concerned and come to a mutual agreement as to who will represent the class.
- Even if the school year has already started, if you are interested in becoming a Room Parent, please email the Primary School Principal the above information and they will contact you.

The 5 Cs

Confidentiality

Confidentiality is an important aspect of your responsibilities as a Room Parent. It is an important obligation to protect each student's and each staff member's right to privacy. Whilst volunteering at LIS, any information or observations about students or staff must be kept confidential. If you witness or hear of a problem with any student, please notify the relevant Class Teacher.

Consistency

As a Primary School, we aim for a degree of consistency between classes and grades. It would be wrong to treat one class any differently to another with regards to major events such as special events or trips. Therefore, whenever planning such events for the class that you represent, kindly consider involving the other classes and their Room Parents, within your grade.

Communication

Attending the monthly meetings is an important part of home-school communication. These meetings strengthen the sense of community around LIS; are used to actively shape the development of Primary School; provide feedback from a parental perspective on proposed Primary School issues; are used to discuss what support is needed for class/school events and activities throughout the academic year.

We also ask that all Room Parents communicate either in person/via email with the following people

- Class Teacher – understand their needs and the needs of the students.
- Fellow Room Parents – discuss matters of interest and bring them to the monthly meetings.
- Fellow Class Parents – encourage them to donate their time and be involved in class/school events and activities; see what social activities they would like to attend.
- Marketing Manager – help organise community events.

Correspondence

Correspondence must be by email. As a Room Parent, your personal email address will be shared with all other Room Parents as well as the parents of the class who you represent (you will be asked to give written consent before this happens). At the same time, these parents will be asked to email you directly, should they wish to learn more about what occurs in Room Parent meetings, to be involved in class/grade activities etc.

Emails to parents must use *blind carbon copy* (bcc) rather than *to* or *carbon copy* (cc) and be written in English - the operating language at LIS. In addition to the English version, there can be German translation if you wish. As we are an international school with many families from abroad, they must not be excluded from communication.

It is not part of the role as Room Parent to forward emails to your Class Parents on behalf of third parties other than the Section Representatives and the Marketing Manager.

Comments, questions or concerns

Should you have comments, questions, or concerns, please contact the staff member who is directly responsible first. It is also possible to set up an appointment with the Primary School Principal or Marketing Manager if the need arises. Contact can be made either in person or by email.

Responsibilities

Please remember that there may be two Room Parents for a single class. Therefore, transparent communication between these Room Parents is essential.

Essentials

- Support the Primary School to fulfil its role in providing the students a quality, holistic education with an international perspective, within a safe environment, where individuals feel secure, respected, valued, happy and successful.
- Follow the organisation's procedures and standards, including health and safety in relation to its staff, volunteers and students.
- Relay information from Room Parent meetings to the parents.
- Essential but not compulsory – in order for the Room Parents to function more effectively, it is useful that all of our emails are freely shared with one another. This will be discussed at the first meeting. If you agree to let the Primary School Principal share your personal email with the other Room Parents, please inform them via email.

After the first Room Parent meeting

- The Primary School Principal will email the parents of the class that you represent – see appendices 1 and 2. This will hopefully encourage the parents of the class you represent to contact you.
- Set up a meeting with the other Room Parents in your grade to discuss how to maintain consistency between classes.
- Set up a meeting with your Class Teacher 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.
 - Ask if the teacher wishes assistance with organising outdoor events and/or field trips.
- Write an email to the parents of the class you represent to introduce yourself (and phone number if you wish). Provide also information on volunteer activities coming up, if applicable.
- So that they do not need to ask throughout the year, some Room Parents ask for a one-time **voluntary** donation from the Class Parents at the start of the year. This money is used to help purchase gifts for the students and fund special events throughout the year, as well as get the Class Teacher present etc. In such cases:
 - Ask your Class Teacher if you could place a box on their desk to collect donations and once approved, find a suitable box.
 - Please use appendix 3 or 4 as an email to the Class Parents (or something similar).
 - Class Parents can be asked to make a one-time voluntary donation of **€20** maximum.
 - As the majority of money should be for the students, any gifts for the Class Teacher should not exceed **€50 in total for the year**.
 - A record should be kept of all:
 - Donations made by parents
 - Receipts/invoices should parents/school require to see them

After every Room Parent meeting

- Once the minutes of the meeting have been agreed and approved by the Primary School Principal, email the relevant information to the parents in your class.

Throughout the school year

- Meet with the Primary School Principal on a monthly basis to discuss matters relating to the Primary School.
- Help members of the Primary School and the Marketing Manager to organise Primary School and Whole School events.
- 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 Class Teacher 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.

Field trips

The following information can also be found in our Parent Handbook.

There may be times when you attend a school field trip. This might be because you have (a) been specifically asked to help out or (b) you have been invited to attend and enjoy the experience.

Specifically asked to help out

There may be times when parents are specifically asked to help out on a field trip; most likely to help supervise the children under the guidance of the staff who are also on the trip. In such circumstances, any travel fees or entrance fees will be paid for by the school.

Invited to attend and enjoy the experience

For field trips where parents are invited to attend and enjoy the experience, parents are not required to help supervise the children (but we will gladly accept if the offer is there). Please note, however, school is unable to cover any costs involved in attending the field trip.

Buying things for your own child

For all field trips, opportunities may arise where you could possibly buy things for your own child and others. Please check with the staff attending the trip whether this is allowed before making any purchases, particularly if the field trip is one where students have been told not to bring any money.

Regretfully, we have recently had trips where parents have purchased items for their own children despite being asked not to and thus, other children in attendance have been bitterly disappointed and upset.

Section Representatives

Election

- At the beginning of each school year, all Primary School Room Parents receive an email from the school with an invitation to a first Room Parent meeting.
- The Room Parents of each section elect one or two Section Representative amongst them for the school year.

Responsibilities

The Section Representatives meet periodically with the:

- Head of School and/or the Commercial Director (Geschäftsführer)
- Room Parents of their section

Meetings can be set according to needs by all sides. 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.

Appendices

There are four appendices in this handbook:

- Appendix 1 & 2 is used by LIS to invite parents to get in touch
- Appendix 3 & 4 can be used by Room Parents to introduce yourself, ask for voluntary one-time donations and enquire about setting up playdate

Appendix 1 – Initial email to Parents from LIS (if only 1 Room Parent)

Dear Parents of **CLASSNAME**

Your child's class now has a Room Parent.

Their name is: **RPname**

Their personal email address is: **RPemailaddress**

Your Room Parent would really like to communicate with you throughout the academic year about a whole host of information such as special events; class and grade level activities etc. As such, **please kindly send them an email** to say “hello”. Should you wish to learn more about their role, please have a look at the Room Parent Handbook found on our website.

Please note that email communication between yourself, other parents and your Room Parent, should be done using *blind carbon copy* (bcc) rather than *to* or *carbon copy* (cc) so to ensure that your personal email addresses are protected.

Thank you as always for your support.

Appendix 2 – Initial email to Parents from LIS (if 2 Room Parents)

Dear Parents of **CLASSNAME**

Your child's class now has two Room Parents

Their names are: **RP1name** and **RP2name**

Their personal email addresses are: **RP1emailaddress** and **RP2emailaddress**

Your Room Parents would really like to communicate with you throughout the academic year about a whole host of information such as special events; class and grade level activities etc. As such, **please kindly send them an email** to say “hello”. Should you wish to learn more about their role, please have a look at the Room Parent Handbook found on our website.

Please note that email communication between yourself, other parents and your Room Parent, should be done using *blind carbon copy* (bcc) rather than *to* or *carbon copy* (cc) so to ensure that your personal email addresses are protected.

Thank you as always for your support.

Appendix 3 – Email to Parents from 1 Room Parent

Dear Parents of **CLASSNAME**

Please allow me to introduce myself. My name is **yourname**, am the parent of **yourchild'sname** and I am the Room Parent for **CLASSNAME** this academic year.

My role

- Act as liaison between the Classroom Teachers and yourself.
- Attend monthly Room Parent meetings to provide feedback from a parental perspective on proposed Primary School issues
- Provide support to class/school events and activities throughout the academic year.

Voluntary one-time donation

In our first Room Parent meeting, we discussed the possibility of having a collection of money for a class fund. As such, if every parent **voluntarily** made a one-time €20 donation, then a fund could be created and the associated budget could be used for the following activities:

- €2 for St. Nikolaus gift (chocolate for the children)
- €4 for a Christmas gift
- €4 for an Easter gift
- €2 for ice cream on school trips
- €5 for miscellaneous items such as decorations, party supplies or things that come up during the year including the end-of-year class party
- €3 Birthday card/gift; Christmas gift and end-of-year gift for **teachername**

All the money that is used for the children is for 'extra' things that our class will be doing. This money is not for school-funded activities. It is just a treat for the children. **Please note that all of the collection is voluntary** and at the same time, will hopefully make saying 'thank you' easier for you – I will do the gift buying so you do not have to.

If you wish to a **voluntary** contribution, please put your contribution in an envelope. Please put your child's name on the envelope and place it the box found on the Class Teacher's desk.

Playdates

Another idea I would like to propose is to create a '**playdate**' list. This would be used by the parents of **CLASSNAME**, so that we can arrange playdates between our children. If this is something that you are interested in please send me an email indicating your interest and phone number. I will share your phone number with the other parents who are interested.

Finally

If you would like to help out with any class events or if you have any ideas, questions or concerns, please do not hesitate to contact me.

Thank you

Yourname
Yourphonenumber
Youremailaddress

Appendix 4 – Email to Parents from 2 Room Parents

Dear Parents of **CLASSNAME**

Please allow us to introduce ourselves. We are **yourname1** and **yourname2**, parents of **yourchild'sname1** and **yourchild'sname2**, and we are the Room Parents for **CLASSNAME** this academic year.

Our role

- Act as liaison between the Classroom Teachers and yourself.
- Attend monthly Room Parent meetings to provide feedback from a parental perspective on proposed Primary School issues
- Provide support to class/school events and activities throughout the academic year.

Voluntary one-time donation

In our first Room Parent meeting, we discussed the possibility of having a collection of money for a class fund. As such, if every parent **voluntarily** made a one-time €20 donation, then a fund could be created and the associated budget could be used for the following activities:

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Playdates

Another idea we would like to propose is to create a '**playdate**' list. This would be used by the parents of **CLASSNAME**, so that we can arrange playdates between our children. If this is something that you are interested in please send us both an email indicating your interest and phone number. We will share your phone number with the other parents who are interested.

Finally

If you would like to help out with any class events or if you have any ideas, questions or concerns, please do not hesitate to contact us.

Thank you

Yourname1
Yourphonenumber1
Youremailaddress1

Yourname2
Yourphonenumber2
Youremailaddress2