



# PRIMARY SCHOOL ROOM PARENT HANDBOOK

(2 of 2)  
OVERVIEW OF ROLE

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# Leipzig International School

## Primary School – Room Parent Handbook (2 of 2)



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# Leipzig International School

## Primary School – Room Parent Handbook (2 of 2)



### Welcome Room Parents

Dear Room Parent,

Hello and welcome. Hopefully you are reading this booklet as you have already our other handbook 'PS Room Parent Handbook (1 of 2) – Overview Of Role', and have decided to become a Room Parent.

#### If this is the case, thank you!

It is great to have you as part of the team and we look forward to working with you for the remainder of this academic year. Parent involvement and communication is an important aspect of our Primary School. Therefore, we very much appreciate the contributions that you will make to improving our 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 hope that this document provides you with all the information you need to be successful in your role. However, if you have any questions please do not hesitate to contact any three of us and/or the other Room Parents. Please remember that no question is a silly question and we are all here for the same thing – to make the Primary School even more successful.

On behalf of the whole team, we look forward to seeing you soon and once again, **thank you** for volunteering to be a Room Parent for your child's class.

Kind regards | Mit freundlichen Grüßen



*Tim Belfield*  
Principal

[tim.belfield@lis.school](mailto:tim.belfield@lis.school)



*Liane Lindenlaub*  
Marketing Manager

[liane.lindenlaub@lis.school](mailto:liane.lindenlaub@lis.school)



*Gitte Vogel-Sirin*  
Parent Association Chairperson

[PA@lis.school](mailto:PA@lis.school)

# Leipzig International School

## Primary School – Room Parent Handbook (2 of 2)



### 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.

# Leipzig International School

## Primary School – Room Parent Handbook (2 of 2)



### 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

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

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 Principal if the need arises.

# Leipzig International School

## Primary School – Room Parent Handbook (2 of 2)



### Key responsibilities

#### 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 that has not already been communicated by the Principal.

#### Throughout the school year

- **Meeting** various people to support the development of the Primary School
  - **Regular meetings (08:45 to 09:45-10:15)**  
Normally, the Principal meets with all the Room Parents on a monthly basis to discuss matters of importance; other key staff members might also be in attendance. They begin at 08:45 and generally last until 09:45-10:15 depending upon our agenda. All agenda are sent to Room Parents beforehand and always includes 'urgent matters from Room Parents'.
  - **Meetings specifically with the Class Teachers (08:50-09:35)**  
Time for both Room Parents and Class Teachers to meet is invaluable and so at least once a term, there is a dedicated opportunity to discuss the term ahead and anything else of importance. These meetings are held in Grade classrooms and begin at 08:50 (once the class has been delivered to the Aula), finishing at 09:35 as classes need to be collected.
- **Involving** yourself in class and grade activities that have been discussed and agreed as a class/grade team. Consistency and communication are key here; if class A has a special event, so should class B and C.
- **Supporting** class and grade field trips. Sometimes you might be asked specifically to help out. Sometimes you might be invited to attend and enjoy the experience. Either way, the Class Teachers in the grade that you represent, will let you know.
- **Helping** members of LIS to organise events relating to the Primary School.

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## Primary School – Room Parent Handbook (2 of 2)



### After the first Room Parent meeting

- Discuss with your other Grade-level Room Parents how to maintain consistency between classes.
- The Primary School Management Team will email the parents of the class that you represent (see appendices). This will hopefully encourage the parents of the class you represent to contact you.
- After you have received sufficient parental emails, email them back with some basic information (see appendices).

### In the meeting specifically with the Class Teachers (each term)

- Discuss the support needed for classroom activities, events and field trips
- Give your teacher the opportunity to tell you how they work 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 your Class Teacher if you could place a box (or similar) on their desk to collect parent donations (as outlined in the email sent to parents).

### 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. Regrettably, 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.

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## Primary School – Room Parent Handbook (2 of 2)



### Section Representatives

Once you are a Room Parent, there are other ways to be involved in supporting LIS.

#### Election

- At the beginning of each school year, during the first Room Parent meeting, there is an 'election' to see if anyone would like to be a Section Representative.
- Each section within the school (LIK, Primary, Secondary) provides one or two representatives.

#### Responsibilities

The Section Representatives meet periodically with the Head of School and/or the Commercial Director (Geschäftsführer)

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.

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## Primary School – Room Parent Handbook (2 of 2)



### Useful for 2020-2021 – our team

Here are the Room Parents for this year. If you see no name next to a '?' picture, perhaps you would like to be the Room Parent for that class? If so, please see p.10 for more details.

1EH		Julie Dubost		?
1MDT		Aurelia Teshome		Niculina Muscat
1PS		Marlene Mildner		Lucille Kristiansen

2JG		Orit Kirschenbaum		Uta Oehmig
2JS		Monika Rangelow		Peter Tinning
2KP		Daphne Katranides		?

3AMT		Babette Gaida		Franka Borger
3BL		Birgit Hartmann		?
3CD		Aušra Grebner		?

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4AM		Iwailo Rangelow		?
4TM		Franziska Schenk		?
4YP		Gitte Vogel-Sirin		?
5CA		Aurelia Teshome		?
5DM		?		?
5GW		Taka Götze		?

# Leipzig International School

## Primary School – Room Parent Handbook (2 of 2)



### Useful for 2020-2021 – meetings and main events

#### Meeting dates

All of the dates listed below refer to regular meetings (subject to change) except those indicated with \*\*\* - these are meetings specifically with the Class Teachers.

- |                                |                             |
|--------------------------------|-----------------------------|
| 1. Monday 14 September 2020    | 8. Monday 22 February 2021  |
| 2. Monday 21 September 2020*** | 9. Monday 22 March 2021     |
| 3. Monday 12 October 2020      | 10. Monday 19 April 2021    |
| 4. Monday 9 November 2020      | 11. Monday 26 April 2021*** |
| 5. Monday 7 December 2020      | 12. Monday 31 May 2021      |
| 6. Monday 11 January 2021      | 13. Monday 21 June 2021     |
| 7. Monday 18 January 2021***   |                             |

#### Main events for this academic year

This is not an exhaustive list, is subject to change and does it include individual grade activities. For all of these main events we welcome volunteers to help on the day. In terms of organising the events beforehand, we hope to discuss the finer details in one of our **Regular meetings** and/or **Meetings specifically with the Class Teachers**.

Event	Key staff member(s)	When?
Back-To-School Party	Marketing Manager	Postponed for 2020-2021
Halloween	Principal & Assistant Principal	Occurs during school holidays; will not happen in 2020-2021
Seasonal Workshop	Principal & Assistant Principal	Friday 4 December 2020
Staff Appreciation Lunch	Principal & Assistant Principal	Tuesday 15 December 2020
Fasching	Principal & Assistant Principal	Thursday 11 February 2021
Show	Music Teacher	Wednesday 10 March 2021 to Thursday 11 March 2021
International Book Week	English Coordinator Teacher Librarian	Monday 15 March 2021 to Friday 19 March 2021
End-Of-Year Grade Celebrations	Class Teachers	Towards end of term 3

The following staff members are involved in organising these events.

Role	Name	Email
Principal	Tim Belfield	<a href="mailto:tim.belfield@lis.school">tim.belfield@lis.school</a>
Assistant Principal	Bryony Galligan	<a href="mailto:bryony.galligan@lis.school">bryony.galligan@lis.school</a>
Assistant Principal	Leslie Wandkowsky	<a href="mailto:leslie.wandkowsky@lis.school">leslie.wandkowsky@lis.school</a>
Management Assistant	Antje Lorbeer	<a href="mailto:antje.lorbeer@lis.school">antje.lorbeer@lis.school</a>
Marketing Manager	Liane Lindenlaub	<a href="mailto:liane.lindenlaub@lis.school">liane.lindenlaub@lis.school</a>
Music Teacher	Annie Hedenig	<a href="mailto:ann.hedenig@lis.school">ann.hedenig@lis.school</a>
English Coordinator	Rebecca Buckingham	<a href="mailto:rebecca.buckingham@lis.school">rebecca.buckingham@lis.school</a>
English Coordinator	Traci Mausolf	<a href="mailto:traci.mausolf@lis.school">traci.mausolf@lis.school</a>
Teacher Librarian	Eve Carroll	<a href="mailto:eve.carroll@lis.school">eve.carroll@lis.school</a>

# Leipzig International School

## Primary School – Room Parent Handbook (2 of 2)



### Main events – a summary

Where appropriate, for more detailed information, please refer to the appendices.

#### Back-To-School Party

**Main organisers** (if more than just Room Parents is ticked, please coordinate with the others)

Room Parents?  Class Teachers?  Parents?  Other LIS staff

This has proved to be a great way to welcome the new members of the school to our community as well as welcome back existing members. Hosted by the Primary School, the event runs from 14:00-17:00 with plenty of musical entertainment organised by the Music Teacher. However, we are always need volunteers to help with the various stalls, activities and games, including the clearing up from 17:00 onwards.

#### Halloween (also see appendices)

**Main organisers** (if more than just Room Parents is ticked, please coordinate with the others)

Room Parents?  Class Teachers?  Parents?  Other LIS staff

For those who are new to Halloween, it is a relatively new holiday in Germany (since the mid-1990s) that has been growing in popularity, but its origins date back to hundreds of years ago. In modern times, it is a chance for children to dress up in ‘spooky’ costumes and take part in a variety of activities. Within Primary, all the staff dress up and we invite all of the children to do so too. Any form of costume is welcome so that all students can enjoy the day and the **morning parade** (this is organised by the Primary School staff). For the remainder of the day, it is lessons as normal until 13:30 when classes and grades will enjoy their own selection of low-key Halloween activities – this is where we would welcome the Room Parents support in helping out.

#### Seasonal Workshop (also see appendices)

**Main organisers** (if more than just Room Parents is ticked, please coordinate with the others)

Room Parents?  Class Teachers?  Parents?  Other LIS staff

A ‘tradition’ started in 2018 that is the perfect way to start the run up to the Christmas holidays. We hope that everyone involved can create an afternoon of fun that involves seasonal foods, seasonal games and seasonal crafting activities from which we can decorate our corridors and classrooms. This is led by the Class Teachers and so any help from Parents and Room Parents is most welcome.

#### Staff Appreciation Lunch (also see appendices)

**Main organisers** (if more than just Room Parents is ticked, please coordinate with the others)

Room Parents?  Class Teachers?  Parents?  Other LIS staff

This is another ‘tradition’ started in 2018 that was much appreciated by the staff. Parents kindly prepared a variety of foods and brought them into school for the staff to enjoy at lunch. Everything was immensely enjoyable, allowing the staff to relax at the end of a busy, and long, autumn term.

#### Fasching (also see appendices)

**Main organisers** (if more than just Room Parents is ticked, please coordinate with the others)

Room Parents?  Class Teachers?  Parents?  Other LIS staff

Fasching (also known as Karneval or Mardi Gras) refers to the pre-Lent season. The celebrations date back hundreds of years, rooted in religious and early-Germanic traditions. It is a time of festivity and merry making.

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## Primary School – Room Parent Handbook (2 of 2)



### Show

**Main organisers** (if more than just Room Parents is ticked, please coordinate with the others)

Room Parents?  Class Teachers?  Parents?  Other LIS staff

Although the performances occur in term 2, the actual preparation begins at the start of term 1. The Music Teacher, along with a core group of staff, start preparations for auditions, rehearsals and much more. As such, we are always looking for people to help with areas such as costumes, photography, set design etcetera. On the nights that the students perform, extra help with selling tickets, drinks, showing people to their seat, helping with make-up etc. is always welcome.

### International Book Week

**Main organisers** (if more than just Room Parents is ticked, please coordinate with the others)

Room Parents?  Class Teachers?  Parents?  Other LIS staff

In 2020-2021, the Primary decided to combine two events into one: International Day and Book Week... thus we now have International Book Week.

With regards to the international side of this event, this is very special given that we are an international school with such a diverse community. It is an opportunity to bring the huge number of nationalities we have in school together, allowing the students to teach each other about their heritage: something more than just flags, festivals and food.

With regards to the book elements, we have a whole week dedicated to books and reading. As a school we often bring in an external presenter – perhaps a storyteller or author, to come and share their expertise with the children. We also have a range of other activities throughout the week all of which we would welcome help from our parent body: reading books in native language; book fair; stories in the garden; library competitions; door display competitions and much, much more.

### End-Of-Year Grade Celebrations

**Main organisers** (if more than just Room Parents is ticked, please coordinate with the others)

Room Parents?  Class Teachers?  Parents?  Other LIS staff

It is always good to look back on the learning that has been achieved and the fun that has been had. Therefore, each grade think of ways in which they can have a 'class party'. It might be a party, a trip or a simple walk through the park followed by ice-cream – all great ideas. Each grade is different and so we welcome the Room Parents and the teachers to working together on what is ideal for the grade as a whole.

# Leipzig International School

## Primary School – Room Parent Handbook (2 of 2)



### Helpful pre-written emails and letters

For anyone who is new to being a Room Parent, it can be daunting to know what information to send to parents as well as how some of the events are run. Therefore, the team of 2019-2020 have put together a collection of emails, letters and event information together that we all use throughout the year. This can all be found in the Appendices.

### Thank you

Being a Room Parent is both a challenging and rewarding experience. Experiences can vary between the Room Parents depending the parental make up of each class. One constant though is this...

We are all here to help one another.

We are all here to listen to one another.

We are all here to improve our Primary School for the benefit of our students, our children.

So, thank you in advance for all your time, effort and support!



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## Primary School – Room Parent Handbook (2 of 2)



### Appendices

Please note that the majority of these appendices will require editing according to the date/event. Most items that need editing will be **highlighted in yellow**.

#### **Appendix 1 – Initial email to parents from LIS (if only 1 Room Parent)**

This is sent by the Primary School Management Team after the first Room Parent meeting.

#### **Appendix 2 – Initial email to parents from LIS (if 2 Rooms Parents)**

This is sent by the Primary School Management Team after the first Room Parent meeting.

#### **Appendix 3 – Introduction email to parents from Room Parent(s)**

Sent by Room Parents to any parent who has made contact. Has all the basic information needed for a successful start to the year.

#### **Appendix 4 – Email inviting parents to join Classlist**

This is sent on behalf of the Parent Association (PA).

#### **Appendix 5 – Email invitation to pre-Class Assembly coffee**

Every class in the Primary School performs a Class Assembly once a year. This is a simple invitation to bring the parents together before hand.

#### **Appendix 6 – Email about teacher's birthday**

Please note that as agreed in a Room Parent meeting (04/06/2020), teacher's only receive one present a year from the Class fund. The money raised by parents should be predominantly spent on the children.

#### **Appendix 7 – Email about seasonal events**

Preparing the parents about what is happening in the run-up to Christmas.

#### **Appendix 8 – Email about Staff Appreciation Lunch preparation**

Our way of saying thank you to the staff.

#### **Appendix 9 – Email thanking for help with the Staff Appreciation Lunch**

Our way of saying thank you to those who helped.

#### **Appendix 10 – Email about International Book Week**

Our way of saying thank you to those who helped.

#### **Remaining appendices**

More detailed information about various events.

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## Primary School – Room Parent Handbook (2 of 2)



### 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".

Our website provides more information about this important role, can be found on our website ([www.lis.school](http://www.lis.school) → About LIS → Get Involved (under LIS Community) → Volunteer in the classroom as a Room Parent).

Following the above link will also give you access to two useful documents located in the downloads section of the page:

1. [Room Parent Handbook: Overview of Role](#)
2. [Room Parent Handbook: Support for Room Parents](#)

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.

Thank you as always for your support.

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### Appendix 3 – Introduction email to parents from Room Parent(s)

Dear Parents

I/we would like to introduce ourselves as the new Room Parents for this year.

My name is XXX, I am the parent of XXX and this is our XXX year at LIS (perhaps include other info)  
My name is XXX, I am the parent of XXX and this is our XXX year at LIS (perhaps include other info)

All the Room Parents have already met and there are a few things we would like to share with you:

#### 1. Class Fund

We discussed the collection of money for the class fund and agreed to request €15 per child for the class account. This money will be used to buy little treats for upcoming holidays, ice cream on field trips, etc., and a teacher's gift for their birthday (if it happens during the summer, we will give it at the end of the year). Please note that this contribution is voluntary. Please place the money in an envelope labelled with your child's name. Then place the envelope in the box that will be on the teacher's desk.

#### 2. Room Parent meetings

Once a month all Room Parents meet with the Principal and other key members of staff to discuss school related matters, upcoming events etc. Please inform us if you have any topics/concerns/questions/feedback that we could take to the next meeting. After each meeting you will receive the minutes of what was discussed.

#### 3. Parent Association

We have a Parent Association for the whole school. If you are interested in finding out more, you are welcome to come to the next meeting on **Wednesday 6 November 2020**. More information here: <https://www.lis.school/about-lis/lis-community/parent-association.html>

#### 4. Garden Morning every Tuesday

If you enjoy gardening and community work, please come along and enjoy the fun. Tools, coffee, tea, and professional guidance will be provided. Everyone is very welcome! More information here: <https://www.lis.school/about-lis/lis-community/schoolgarden.html>

#### 5. Grade get-together

It is great for all of the parents to get to know each other better. Mixing up the classes this year and having some new families join us, we would love to invite all of you for a picnic on **Monday, 23 September 2020**. We will meet from 17:00 on the fields in front of the Music Pavilion at Clara-Zetkin park (the park behind school). Everyone can bring whatever they want to enjoy themselves and to share with others. Whoever wants to keep it really simple can just order take-away food at the Music Pavilion.

If you have any further questions, please do not hesitate to get in touch. Wishing you all a fun-filled and educational year at LIS.

Kind regards | Mit freundlichen Grüßen

Yourname(s)  
Yourphonenumber(s)  
Youremailaddress(es)

# Leipzig International School

## Primary School – Room Parent Handbook (2 of 2)



### Appendix 4 – Email inviting parents to join Classlist

Dear Parents

On behalf of the Parent Association (PA), I would like to inform you of an invaluable app called '**Classlist**' and we invite you to sign up and join an already vibrant online school community

**Classlist** is a free parent app that brings you into the heart of our Parents Association community. It helps you to connect to and help each other. It is a safe and inclusive system that we believe will help us build a stronger school community at LIS.

With **Classlist**, you'll be able to contact the parents in your child's class and see who's who so you can put a face to a name. **Classlist** will keep you informed about what PA and school events are coming up. And there's lots more you can do: post questions of the other parents in your child's class, join PA groups or form special interest groups.

**Classlist** is UK-based and fully GDPR-compliant and is already being used successfully by parents in thousands of other schools around the world, including Bonn International School and Hannover International School Parents Associations. You can share as much or as little contact information with other parents as you like, and can even keep your own email address private whilst still receiving messages.

Everyone using **Classlist** has to comply with the Classlist Community Guidelines which include being respectful of fellow parents and not using the app to complain about the school or individuals connected with the school.

**Classlist** is completely free and it's easy to get started either follow this link: <https://classlist.page.link/vbwW>  
or...

1. Download the Classlist app on iOS or Android
2. Select 'Leipzig International School Parents Association'
3. Sign up. You can choose what data to share with your fellow parents.

Please note that this is being set up and managed by the LIS Parents Association, independently of the LIS and LIK. If you have any questions, please direct them to the PA Committee ([pa@lis.school](mailto:pa@lis.school)) and not to the school!

Kind regards | Mit freundlichen Grüßen

# Leipzig International School

## Primary School – Room Parent Handbook (2 of 2)



### Appendix 5 – Email invitation to pre-Class Assembly coffee

Dear Parents

As everyone knows, on **Friday 31 January 2020**, our child's class is having their Class Assembly. The assembly starts at 08:50, so there is a bit of time between drop-off and our kids' turn to shine on the Aula stage. This gives us the opportunity to meet up for a cup of coffee and a bit of a chat.

Please join us for pre-assembly coffee & chat on **Friday 31 January 2020**, anytime between 08:15 and 08:45 in the Hort kitchen.

Look forward to seeing you there!

Kind regards | Mit freundlichen Grüßen

### Appendix 6 – Email about teacher's birthday

Dear Parents

I hope that you are all well. May you all stay healthy, everything else will follow!

On **Monday 1 February 2020** it is **teachername's** birthday. With the money already donated to the class fund, we will buy them a little present. If you have not yet contributed €15 to our class fund and would like to do so, please place the money in an envelope labelled with your child's name and hand it to the Class Teacher.

We would also like to provide a nice birthday cake that the teacher and the class could eat together; and make a personal birthday card with all the children's signatures. For these, it would be great if you can help as together it will be more fun.

If you can reply before the end of the week, that would be great and give enough time to make any preparations.

Kind regards | Mit freundlichen Grüßen

# Leipzig International School

## Primary School – Room Parent Handbook (2 of 2)



### Appendix 7 – Email about seasonal events

Dear Parents

We would like to inform you about a few things that will take place in our classroom over the next few weeks, highlighting the events where any help/input would be appreciated. This email is as busy as this time of year is ;)

**1. Adventskalender**

We used some of the Class Fund to fill an advent calendar for the children. Starting on 1 December, each child has the opportunity to open one little bag of the calendar.

**2. Christmas tree**

We would like to put a Christmas tree in the classroom. If you have an extra tree ornament at home, we would greatly appreciate if you could send it with your child on **Thursday 26 November 2020**.

**3. Seasonal Workshop**

This year's annual event will happen on **Friday 4 December 2020 (13:30-15:00)**.

For those of you who are new to the school, this is a festive occasion where children will get to do some seasonal crafts, play games, and enjoy some savoury and sweet snacks. In order to ensure that we have enough food, volunteers and other various items, we have set up an online signup sheet. Please follow the link below to add your contribution. Your help to ensure this occasion is a memorable event will be much appreciated.

**INSERTLINK**

**4. Save the date: Tuesday 15 December 2020**

This is when we hold our annual Staff Appreciation Lunch. More details to follow.

Thank you in advance for your help with all of these and please do not hesitate to get in touch if you have any questions.

Kind regards | Mit freundlichen Grüßen

# Leipzig International School

## Primary School – Room Parent Handbook (2 of 2)



### Appendix 8 – Email about Staff Appreciation Lunch preparation

Dear Parents

I write to you on behalf of all the Primary School Room Parents.

Most of us have heard the proverb, “It takes a village to raise a child” — and it certainly takes a village to educate one. The Primary staff are an important part in raising our kids. How many of us did well at school just to impress a beloved teacher or educator? 😊 A good teacher/educator can change a student's life, and we as Room Parents all agree that the staff at LIS do a great job.

We would like to show our appreciation by organizing a lunch for all the Primary School staff on **Tuesday 15 December 2020**. This is our way of letting them know how much we respect all of the hard work and dedication that they demonstrate day after day, week after week, month after month for our kids. It seems like a big goal, but if we all pitch in together, we can pull it off.

We created an online sign-up sheet. By **Monday 7 December 2020**, please choose at least one slot to provide food and/or volunteer your time. This is the link: **INSERTLINK**

If you do not have time to bring in food, you are also welcome to make a donation that the Room Parents will use to provide something. The donations can be given to your child's Class Teacher in an envelope labelled "Staff Lunch".

Last but not least, if you do bring food, please label your containers and bring the food to the Hort kitchen in the morning. You can pick up the empty containers after the lunch, from the staff lounge (room 001 on the ground floor) from around 14:45.

Thanks in advance for all your help and support. It is only by working together that we can make this event happen.

If you have any questions please do not hesitate to send any of us an email.

Kind regards | Mit freundlichen Grüßen

# Leipzig International School

## Primary School – Room Parent Handbook (2 of 2)



### Appendix 9 – Email thanking for help with the Staff Appreciation Lunch

Dear Parents,

Thank you to everyone for their support to make the Staff Appreciation Lunch such a success.

All the food provided and financial donations to make an excellent feast and all the time put in to organize it before, during and after made it possible for us to show our appreciation to the Primary School teachers and educators.

For anyone who sent food to school in a container, if you have not already done so, you can pick up the empty containers from the staff lounge (room 001 on the ground floor).

This is a wonderful tradition, and together we make it happen.

Kind regards | Mit freundlichen Grüßen

P.S. If you have not yet signed up for Classlist, please do. It is a great way to keep up to date on events that are happening at LIS; it also allows you to get and keep in touch with other parents and be an active member of our parent community. It is completely free and it's easy to get started either follow this link:

<https://classlist.page.link/vbwW> or...

1. Download the Classlist app on iOS or Android
2. Select 'Leipzig International School Parents Association'
3. Sign up. You can choose what data to share with your fellow parents.

### Appendix 10 – Email about International Book Week

Dear Parents

From **Monday 15 March 2021 to Friday 19 March 2021**, the Primary School has their International Book Week which is a combination of the traditional International Day and Book Week.

On **Tuesday 16 March 2021**, the students will get the opportunity to 'visit' different countries and participate in a variety of fun activities. This year's Grade **X** will represent **CANADA** and so we ask that all the students/parents come to school dressed in the colours of the **Canadian** flag (red and white).

To make this day extra fun and successful we are requesting your help run some pre-chosen activities with the students and to assist with tidying up at the end of the day.

Please see the form in front of the classrooms to sign up for volunteering. Your help would be very much appreciated.

If you have any questions, please do not hesitate to contact us!

Kind regards | Mit freundlichen Grüßen

# Leipzig International School

## Primary School – Room Parent Handbook (2 of 2)



### Remaining appendices

Over the next few pages you will see more detailed information about some of the various events that are held within the Primary School.

This information is supplied by the Principal. Some of the details might be out-of-date but all of them should give you a better idea of our involvement in these activities.

Therefore, please find information regarding:

- Halloween
- Seasonal Workshop
- Staff Appreciation Lunch
- Fasching



# Primary School's Guide To Halloween!



**Event:** Halloween  
**Date:** Wednesday 30 October 2019  
**Timing:** 09:00 – 09:30 (Parade) and 13:30 – 15:00 (Halloween activities)  
**Location:** Primary corridors (Parade) and grade level classrooms (Halloween activities)

**Purpose:**

- Halloween is a relatively new event in Germany that has been growing in popularity, but its origins date back to hundreds of years ago. In modern times, it is a chance for children to dress up in costumes, taking part in various activities.
- Staff are asked to dress up for the event and we invite all of the children to do so too; any form of costume is welcome so that all students can enjoy the day.

**Request:**

- For anyone interested, a Primary team photo at 08:15 in the Music Room please

**Parade details:**

- Annie – please could you play some music from the Music Room
- Deanne – please could you play some music from 5DM
- Tim – remember to inform Secondary/MFL about parade and noise

So that we make the most of the parade and give our viewers lots of time to see the children (and staff) in their splendour, **we will do 2 circuits.**

## 08:55

- G2-G4 classes start to sit children out in the corridors
- G1 classes line up on the ground floor of the Hort building in the order of 1PS, 1CH, 1LC  
**Paula** – please be at the head of the line so that the children walk around slowly (the younger ones have a tendency to run and thus we miss out on seeing them)
- **TB & LW** check that everyone is in place before anyone moves

## 09:00

- **TB/LW** ask G1 to enter the main building via the ground floor side door
- The line walks past G2&3 who join the back
- The line walks past G5&4 who join the back
- The line walks to end of corridor (past Secondary Modern Foreign Languages) and back downstairs
  
- The parade then walks along the ground floor to the far end, back to the first floor to the far end and then back downstairs.

**From here on, when the back of the line has past you, feel free to return to class**

- When on corridor outside TB/Nurses office, G1 sits down on either side of corridor – the line continues (G2 at front)
- When G2 returns to their area, they sit down either side of corridor – the line continues (G3 at front)
- When G3 returns to their area, they sit down either side of corridor – the line continues (G5 at front)
- When G5 returns to their area, they sit down either side of corridor – the line continues (G4 at front)
- When G4 returns to their area they can return to class



# Primary School's Guide To Halloween!



## Recommended Halloween activities organisation:

- Convert one grade classroom into a decorations area
- Convert one grade classroom into a games area
- Convert one grade classroom into a food area
- Students rotate around their three grade level classrooms (25mins in each?!)
- No Specialists lessons during this afternoon as all Specialists are asked to support a grade (see below)
- Each Grade has been allocated €50 for purchases (not for food/drink though) so please use appropriate budget (GTA if available) given the extra-curricular nature of the event
- Although hopefully all of the above should be manageable with the Primary staff and any available Room Parents, any additional parental support would always be welcome. As a proposal, extra parents could be sought for by the Room Parents as they will likely be contacting parents with regards to the food area.

## Recommended distribution of tasks:

- **Class Teachers** – organise the decorations area and the games areas
- **Educators** – to work with their assigned Grade unless a you are in EAL or GAL whereby please see your allocation below
- **Room Parents** – organising the food from each class and combining it into one grade classroom for all the grade to share (thanks as always for your help)

## Specialist staff allocations:

- Each **Specialist** to be allocated to a grade

Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Courtenay Uli Jayne Stephanie	Myles Pauline Annie	Olga Matthias	Lito Anne	Valerie Ayse Barbara

- P.E are asked to support either Grade 3 or 4 depending upon their Secondary School commitments
- Eve is asked to keep the library open for Secondary (but welcome to join in)
- PSMT, Assistant Hort Leader and Counsellor to rotate and have general availability in case a situation needs attention

## Games ideas:

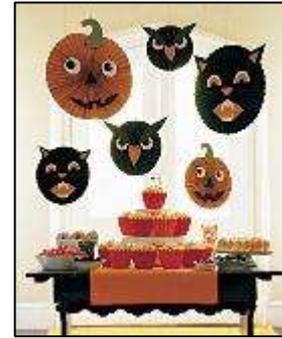
- <https://www.scatteredthoughtsofacraftymom.com/17-halloween-party-games-for-kids/>
- <https://www.thespruce.com/halloween-party-games-kids-1357658>
- <https://www.playpartyplan.com/easy-halloween-party-games/>
- <https://www.goodhousekeeping.com/holidays/halloween-ideas/g2618/halloween-games/>
- <https://kidsactivitiesblog.com/59893/halloween-games-for-kids/>
- <https://www.thedatingdivas.com/66-fantastic-halloween-games-whole-family/>

## Decoration ideas:

- <https://www.countryliving.com/diy-crafts/g4950/easy-halloween-crafts-for-kids/>
- <https://www.redbookmag.com/home/decor/g3644/diy-halloween-crafts-for-kids/>
- <https://fabulesslyfrugal.com/diy/diy-halloween-decorations/>
- <https://www.pinterest.com/soapdeligirl/halloween-crafts-diy-halloween-decorations-for-you/>



# Primary School's Guide To Halloween!





# Primary School's Guide To Our Seasonal Workshop



**Event:** Seasonal Workshop  
**Date:** Friday 4 December 2020  
**Timings:** 13:30 – 15:00  
**Locations:** Grade level classrooms

**Purpose:**

- To start the season of goodwill and merriment together as a grade
- To enjoy some food and activities together
- To make decorations that can be used at home and/or at school (please note that we cannot decorate across the corridors due to fire regulations BUT any other decorations could stay up until the end of term)

**Recommended organisation:**

- Convert one grade classroom into a decorations area
- Convert one grade classroom into a games area
- Convert one grade classroom into a food area
- Students rotate around their three grade level classrooms (25mins in each?!)
- No Specialists lessons during this afternoon as all Specialists are asked to support a grade (see below)
- Each Grade has been allocated €50 for purchases (not for food/drink though) so please use appropriate budget (GTA if available) given the extra-curricular nature of the event
- Although hopefully all of the above should be manageable with the Primary staff and any available Room Parents, any additional parental support would always be welcome. As a proposal, extra parents could be sought for by the Room Parents as they will likely be contacting parents with regards to the food area.

**Recommended distribution of tasks:**

- **Class Teachers** – organise the decorations area and the games areas
- **Educators** – to work with their assigned Grade unless a you are in EAL or GAL whereby please see your allocation below
- **Room Parents** – organising the food from each class and combining it into one grade classroom for all the grade to share (thanks as always for your help)

**Specialist staff allocations:**

- Each **Specialist** to be allocated to a grade

Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Courtenay Uli Stephanie	Myles Pauline Annie	Olga Matthias	Lito Anne	Ayse Jayne

- P.E are asked to support either Grade 3 or 4 depending upon their Secondary School commitments
- Eve is asked to keep the library open for Secondary (but welcome to join in)
- PSMT, Assistant Hort Leader and Counsellor to rotate and have general availability in case a situation needs attention
- Barbara and Valerie are unavailable on Friday afternoon



# Primary School's Guide To Our Seasonal Workshop

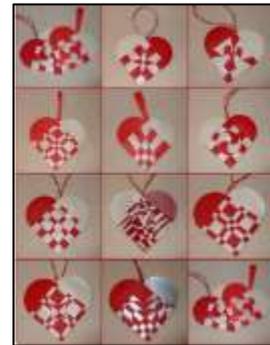


## Games ideas:

- <https://icebreakerideas.com/christmas-games-kids/>
- <https://www.thespruce.com/christmas-party-games-for-kids-1356272>
- <https://www.countryliving.com/entertaining/g1198/christmas-kids-table-ideas/>
- <https://www.pinterest.de/pin/564568503272192831/>
- <https://www.pinterest.de/pin/449656344025961339/>
- <https://www.womansday.com/life/g2059/christmas-party-games/>
- <https://www.signupgenius.com/home/christmas-party-games-kids.cfm>

## Decoration ideas:

- <https://www.brightstarkids.com.au/blog/decorating/20-easy-christmas-craft-for-kids/>
- <https://www.thebestideasforkids.com/christmas-crafts-for-kids/>
- <https://www.countryliving.com/diy-crafts/g5030/christmas-crafts-for-kids/>
- <https://www.happinesishomemade.net/easy-christmas-kids-crafts-that-anyone-can-make/>





# Primary School's Guide To Our Seasonal Workshop



Decoration  
ideas:





# Primary School's Guide To Staff Appreciation Lunch



**Event:** Staff Appreciation Lunch  
**Date:** Tuesday 17 December 2019  
**Timing:** 13:30-14:45 (lunch) with organisation involving students from 13:20-14:45  
**Location:** Hort kitchen (lunch) and Aula (student supervision)

**Purpose:**

- This is another 'tradition' started in 2018 that was much appreciated by the staff. Parents kindly prepared a variety of foods and brought them into school for the staff to enjoy at lunch. Everything was immensely enjoyable, allowing the staff to relax at the end of a busy, and long, autumn term.

**Room Parent organisation**

- **Room parents** create a letter that is to be sent to all parents, discussing the basics of the event including:
  - Online sign up ([www.signupgenius.com](http://www.signupgenius.com) has been used in the past)
  - Directing food donations to Hort kitchen from 08:00-08:30
  - Asking for volunteers setting up between 08:30-09:00
  - Asking for volunteers for clean-up from 15:30-16:30 in staffroom (dealing with excess food in staffroom – see below)
  - Directing financial donations (for those parents unable to provide food) to be put in an envelope marked 'Appreciation Lunch' and given to the Class Teacher who will pass it to the relevant Room Parent
  - Informing parents that dishes/containers can be collected from the staffroom at the end of the day
- Primary School Management Team (PSMT) proofs then sends it to all Room Parents so that it can be emailed amongst their parents
- On the day itself, organization as stated above

**Primary staff organisation for lunch:**

**Nothing** to prepare beforehand

- Playground bell rings at 13:20
- Students return to class to change footwear then **Class Teachers** bring their class to the Aula
- PSMT will supervise the students
- Lunch is in the Hort kitchen 13:30-14:45
- **Class Teachers** are asked to collect their class at 14:45 from the Aula
- **Any staff without a class** are asked to kindly help move the excess food from the kitchen to the staffroom and help ready the kitchen so that it can be used for Hort as normal

**Student supervision in Aula:**

- Organised by PSMT



# Primary School's Guide To Fasching Parade



**Event:** Fasching Parade  
**Date:** Wednesday 12 February 2020  
**Timing:** 09:00 – 09:30 (**the rest of the school day will be learning as normal**)  
**Location:** Primary corridors

**Purpose:**

- Staff are asked to dress up for the event and we invite all of the children to do so too; any form of costume is welcome so that all students can enjoy the day.
- **Fasching** (also known as Karneval or Mardi Gras) refers to the pre-Lent season. The celebrations date back hundreds of years, rooted in religious and early-Germanic traditions. It is a time of festivity and merry making.

**Music and important notes:**

- Annie – please could you play some music from the Music Room
- Deanne – please could you play some music from 5DM
- Tim – remember to inform Secondary/MFL about parade and noise

**Parade route:** So that we make the most of the parade and give our viewers lots of time to see the children (and staff) in their splendour, **we will do 2 circuits.**

## 08:55

- G2-G4 classes start to sit children out in the corridors
- G1 classes line up on the ground floor of the Hort building in the order of 1PS, 1CH, 1LC  
**Paula** – please be at the head of the line so that the children walk around slowly (the younger ones have a tendency to run and thus we miss out on seeing them)
- **TB & LW** check that everyone is in place before anyone moves

## 09:00

- **TB/LW** ask G1 to enter the main building via the ground floor side door
- The line walks past G2&3 who join the back
- The line walks past G5&4 who join the back
- The line walks to end of corridor (past Secondary Modern Foreign Languages) and back downstairs
- The parade then walks along the ground floor to the far end, back to the first floor to the far end and then back downstairs.

**From here on, when the back of the line has past you, feel free to return to class**

- When on corridor outside TB/Nurses office, G1 sits down on either side of corridor – the line continues (G2 at front)
- When G2 returns to their area, they sit down either side of corridor – the line continues (G3 at front)
- When G3 returns to their area, they sit down either side of corridor – the line continues (G5 at front)
- When G5 returns to their area, they sit down either side of corridor – the line continues (G4 at front)
- When G4 returns to their area they can return to class