



# PRIMARY SCHOOL ROOM PARENT HANDBOOK

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# Welcome Room Parents

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



*Liane Lindenlaub*  
Marketing Manager

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

# Mission and Statement of Principles

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## 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.

# Room Parents for 2019-2020

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.

|     |   |                   |   |               |
|-----|---|-------------------|---|---------------|
| 1CH |  | Sandy Henschel    |  | Claudia Berg  |
| 1CH |  | Viviane Textor    |   |               |
| 1LC |  | Iwailo Rangelow   |  |               |
| 1PS |  | Daphne Katranides |  | Peter Tinning |

|      |   |                |   |                 |
|------|---|----------------|---|-----------------|
| 2JG  |   | Franka Borger  |   | Karen Crous     |
| 2KP  |  | Babette Gaida  |  | Katharina Fumex |
| 2MDT |  | Morgane Abbott |  | Birgit Hartmann |

|      |   |               |   |                   |
|------|---|---------------|---|-------------------|
| 3AMT |  | Jana Beier    |  | Gitte Vogel-Sirin |
| 3CD  |  | Heike Lindner |  |                   |
| 3TE  |  | Jemima Bedau  |  |                   |

|      |   |                  |   |                 |
|------|---|------------------|---|-----------------|
| 4AM  |  | Nicola Edgar     |  |                 |
| 4REB |  | Svea Kempfski    |  | Aurelia Teshome |
| 4TM  |  | Elzbieta Willson |  |                 |

|     |   |                   |   |              |
|-----|---|-------------------|---|--------------|
| 5BG |    | Keiko Sabata      |    |              |
| 5CA |    | Asnath Bauerfeind |    | Susanne Daiß |
| 5DM |  | Rana Khouri       |  |              |

# Useful information for 2019-2020

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## Monthly meeting dates

1. Monday 16 September 2019
2. Monday 21 October 2019 – meeting specifically with the Class Teachers
3. Monday 11 November 2019
4. Monday 2 December 2019
5. Monday 13 January 2020
6. **\*NEW\*** Monday 20 January 2020 – meeting specifically with the Class Teachers
7. Monday 10 February 2020
8. Monday 2 March 2020
9. Monday 6 April 2020
10. **\*NEW\*** Monday 4 May 2020 – meeting specifically with the Class Teachers
11. Monday 18 May 2020
12. Monday 15 June 2020

Please note that these dates are subject to change.

## Regular meetings (08:45 to 09:45-10:15)

Normally held in the cafeteria, these meetings are primarily between the Room Parents, Primary Principal, Assistant Principal. 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)

This is new to 2019-2020.

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.

## Emails

| Role                               | Name              | Email  |
|------------------------------------|-------------------|--|
| Primary School Principal           | Tim Belfield      | <a href="mailto:tim.belfield@lis.school">tim.belfield@lis.school</a>           |
| Primary School Assistant Principal | Leslie Wandkowsky | <a href="mailto:leslie.wandkowsky@lis.school">leslie.wandkowsky@lis.school</a> |
| Primary 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                | Lucy Calabrese    | <a href="mailto:lucy.calabrese@lis.school">lucy.calabrese@lis.school</a>       |
| Teacher Librarian                  | Eve Carroll       | <a href="mailto:eve.carroll@lis.school">eve.carroll@lis.school</a>             |

## Main events

We always encourage Room Parents to initiate new activities and find the support / approval of the Primary School Principal. However, we also have a 'traditional' list of events that the school organises each school year as part of the school calendar. It 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 regularly scheduled Room Parent meetings and special meetings with Class Teachers.

| Event                          | Key staff member(s)                      | When?  |
|--------------------------------|--|--|
| Back-To-School Party           | Marketing Manager                        | Wednesday 28 August 2019                           |
| Halloween                      | Primary School Principal                 | Wednesday 30 October 2019                          |
| International Day              | Primary School Principal                 | Friday 15 November 2019                            |
| Seasonal Workshop              | Primary School Principal                 | Friday 6 December 2019                             |
| Staff Appreciation Lunch       | Primary School Principal                 | Tuesday 17 December 2019                           |
| Book Week                      | English Coordinator<br>Teacher Librarian | Monday 9 March 2020 to<br>Friday 13 March 2020     |
| Show                           | Music Teacher                            | Wednesday 1 April 2020 to<br>Thursday 2 April 2020 |
| End-Of-Year Grade Celebrations | Class Teachers                           | Towards end of term 3                              |

### 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 – more information in appendix

**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.

### International Day

**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 a very special day 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.

## Seasonal Workshop – more information in appendix

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

Room Parents? ✓ Class Teachers? ✓ Parents? ✓ Other LIS staff X

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 – more information in appendix

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

Room Parents? ✓ Class Teachers? X Parents? ✓ Other LIS staff X

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.

## 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 ✓

This is one of the great weeks within the Primary School calendar, with 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.

## Show

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

Room Parents? X Class Teachers? X Parents? X 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.

## 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 X

After a long year of learning, 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.

# 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 pieces of information:

1. **Your full name**
2. **The name(s) of your child(ren)**
3. **The class(es) of your child(ren)**
4. **Your phone number** – will only be shared with Primary Teachers
5. **A digital headshot photo** – please see examples to the right that have NO bare shoulders (do not worry about size of photo, Tim will edit it)). Please be assured that it will only be used in this handbook and the Parent handbook so that parents can put a name to a face – in our experience, it makes the Room Parent role much easier, letting people know who you are
6. **Which of your children's classes you would like to represent** (as appropriate)
7. **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

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## 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

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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

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## 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

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- 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
- Following these are guides/information about some of our events

## 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:

- €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 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**



# 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<br>Uli<br>Jayne<br>Stephanie | Myles<br>Pauline<br>Annie | Olga<br>Matthias | Lito<br>Anne | Valerie<br>Ayse<br>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 6 December 2019  
**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<br>Uli<br>Stephanie | Myles<br>Pauline<br>Annie | Olga<br>Matthias | Lito<br>Anne | Ayse<br>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

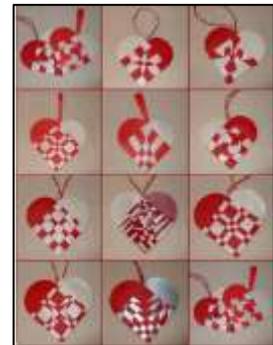


## Games ideas:

- <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.happinessishomemade.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