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**Guidelines and Tips for Class Parent Representatives**

Dear Parent/Guardian,

Please find below some guidelines and tips for your role as Class Parent Representative

**Your role:**

* Provide assistance to class teachers
* Be the Co-Teachers first point of contact
* Facilitate communication between teachers and other parents (help recruit volunteers for field trips/class parties/help with costumes for performances, etc)
* Help highlight important messages sent by school leaders

**You role is not…:**

* A Class rep is not a spokesperson for the rest of the parents
* You should not send out school notes or letters. – link or screenshot of school notes is ok.
* You should not field concerns or complaints from other parents – advise them to the correct ways to voice concerns (teacher/coordinator/principals…)
* A Class rep is neither a mediator nor a translator for other parents (e.g. in class chat – parent can directly ask for clarification to the corresponding parent who posted information)

**Gifts & Money**

* Please avoid collection of money for any reason
* Gifts - chocolates, flowers or home made gifts from individual families – all good!   Expensive gifts should be avoided.
* Teachers contractually obliged not to accept gifts of monetary value.
* The school is able to buy photo albums or similar if reps wish to arrange

**Class Parties**

* Please avoid collection of money (again!)
* Any crafts/resources, the school can purchase - need three weeks advance notice to Parent Relations Officer
* No candy or Ice cream - FDA regulation
* Consider environment - avoid single use, balloons, plastics etc…

**Communication**

* Teachers will communicate through email, or face-to-face - no WeChat communication with teachers please.
* Check with class teachers first before sending out messages or reminders.
* When communicating with other parents, please ensure everyone is included. See Roseline if necessary.
* Encourage the use of the THINK Method opf communication:

T – Is it  True?

H – Is it  Helpful?

I – is it  Informative?

N – is it  Necessary?

K – is it  Kind?

**Thank you so much for volunteering and for helping the teachers make this year a success for each student. Our Class Reps are vital to the school and its teachers, and your contribution of time is very much appreciated.**

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**班级家长代表守则**

尊敬的家长/监护人：

请仔细阅读以下给班级家长代表的提示与守则。

**您需要:**

* 为班级老师提供协助
* 成为班级教师的首要联系人
* 促进教师和其他家长之间的沟通(为课外考察活动招募 “志愿者”、协助组织班级派对活动、协助准备表演服装等)

**您不需要:**

* 班级家长代表不是其他家长的代言人
* 班级家长代表不负责发出学校通知或信函
* 班级家长代表不负责处理其他家长的意见或投诉
* 遇到有家长提出他们的诉求时——请建议他们寻找合适的人解决问题（班级老师/主任/副校长或校长）

**礼物与钱款:**

* 请避免以任何理由的代收钱款
* 礼物：若想表示感谢，巧克力、鲜花或手工自制的小物件是最好的礼物！千万避免送贵重的礼物！
* 按照合同规定，教师不能接受价格有现金价值的礼物。
* 如果家长代表有意愿赠送纪念相册或类似纪念品，学校可以进行安排。

**班级派对活动**

* 再次重申请避免代收钱款。
* 任何在班级派对活动中需要用到的工艺品/活动用具，请提前三周以上的时间联系学校家委会联络人Roseline，学校可以帮助购买。
* 根据食药监局要求，请勿提供糖果或冰淇淋。
* 请关爱环境-避免使用一次性餐具或塑料制品等。

**交流沟通**

* 与老师沟通请通过邮件或面谈的方式进行，请勿添加教师的私人微信。
* 请与班级老师确认信息正确之后再发送通知或家长提醒。
* 请确保传达信息时包含班级所有家长。如果您有疑问请及时联系Roseline。
* 我们鼓励在交流时开启下列我们称之为“思考”的模式

T – 这是真实的吗?

H – 这样会有帮助吗?

I – 信息全面吗?

N – 是否有必要?

K – 这是友善的吗?

**谢谢您提供志愿者服务，与老师们一起让孩子们度过硕果累累的一年！班级家长代表对学校和老师而言都非常重要，非常感谢您愿意贡献自己的时间！**