



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 of 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.



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)
- 向家长转达学校领导组发出的重要信息

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-可以转发学校发出的链接或学校通知照片
- 班级家长代表不负责处理其他家长的意见或投诉——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
- 班级家长代表不是调解员，也不是其他家长的翻译（如,在班级家长群中--家长可以直接向发布信息的相应家长询问具体事宜）

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家校关系联络专员
- 根据食药监局要求，请勿提供糖果或冰淇淋。
- 请关爱环境-避免带一次性餐具、气球或塑料制品等。

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？

感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！