



PARENT REPRESENTATIVE MANUAL

2016 - 2017



Parent Representative Manual

Introduction

Thank you for volunteering for the role of Parent Representative for your class. It is a wonderful opportunity to be a part of your child's education. As a Parent Representative, you are a valued member of our school community and your time and commitment are very much appreciated.

Purpose

The purpose of the Parent Representative is to help foster good communication in the school and to assist in the development of school community. It provides another means of uniting the school community and enhances the quality of relationships within the school between teachers, parents and the children.

Each class from Kindergarten to Year 6 will have at least one Parent Representative. The function of the Parent Representative is not formally structured and is not meant to be an arduous task.

While the Parent Representative Team acts separately to the School Council, they work within the School Council and are encouraged to assist the School with large events. Such events will be managed by the Parent Representative Coordinator.

Protocols of the Parent Representative

Paramount to the role of the Parent Representative is the understanding of confidentiality of the parents, caregivers and/or guardians, the children and the teachers within the school community. This role requires mutual trust, communication and a willingness to promote a harmonious environment for all.

Primarily, the class teacher is responsible for the children in his/her care. The Parent Representative should direct all inquiries from parents to the class teacher or Principal. The Parent Representative is to support the class teacher and therefore adhere to the teacher's directions.

Structure of the Parent Representative Team

A Parent Representative will volunteer for a particular class group for a calendar year. Normally there is one Parent Representative for each class group, but it is recommended that there are two Parent Representatives for each class group. Working in pairs can be less daunting especially for new parents into the school community. "A job shared is a job halved" and it is always good to bounce ideas off of each other and to cover for absences.

Confidentiality

The Parent Representative should at all times be respectful of the privacy of others. Calgary Islamic School recognizes and respects your privacy and is committed to protecting the privacy of all families. No family information will be disseminated unless express written permission is given by the family. All families are asked to complete the **“Request for Parent Contact Details”** which is attached as **Appendix 1**. Parent Representatives will organize the distribution of this letter by contacting the Front Office. The School will then distribute to each family at the beginning of Term 1.

Role of the Parent Representative

The role of the Parent Representative can include, but is not limited to the following:

- Developing a working relationship with the class teacher by meeting on a regular basis to ensure all needs are being met.
- Help out teachers in crafts, laminating, cutting work, art work etc.
- Once contact details have been provided by the Principal, welcome new families and assist them in getting to know other families and to feel part of the school community.
- Promote communication between the school and the parents/caregivers/guardians.
- Compile a family contact list for the class group via the correct school protocols to organize volunteers for large organized school activities.
- To liaise with other Parent Representatives as/when required.
- Organize family activities out of school hours. This provides an opportunity for families to meet each other and interact. This can be done at least once each term and may include;
 - Mum’s Dinner/Drinks
 - Dad’s Dinner/Drinks
 - Children’s Movies
 - Family Picnics
- Any delegation of jobs or tasks assigned to parents needs to be followed up by the Parent Representative prior to the event. This will ensure that no area is forgotten or overlooked. If someone cannot fulfil their jobs or tasks, then a replacement can be obtained prior to the event happening. The Parent Representative will oversee the event and fill in as/when required. The final responsibility for any jobs or tasks rests with the Parent Representative.

What the Parent Representative is NOT Responsible For

The Parent Representative does not circumvent the parent/caregiver/guardian and teacher relationship. If any parent has any concerns regarding their child's education, the Parent Representative must advise the concerned parent/caregiver/guardian to converse with the teacher or Principal directly.

How to Begin the Year?

Below are suggestions on how to begin the new school year;

- Introduce yourself to your class teacher. Have a meeting with them to discuss the specifics of your role and how you can work together.
- Once you have received the contact details for the families in your class, introduce yourself to your class families. You can do this by way of the attached "Parent Representative Introduction Letter" which is attached as Appendix 2.
- Organize a family activity for your class outside of school hours so all families can meet and familiarize themselves with each other and yourself.

Appendix 1 – Example of Parent Contact Details Letter

Distributed by the School

March 01, 2016

RE: REQUEST FOR CONTACT DETAILS FOR PARENT REPRESENTATIVES

Dear Parents/Caregivers

As part of our endeavor to promote communication and to assist new families joining our school community, we have a Parent Representative assigned to each class group. In order to develop the lines of communication between teachers and parents/caregivers/guardians, the Parent Representatives would like to obtain the contact details for each family in their class group.

Due to the Privacy Act, schools are not permitted to provide family details unless approval is given by the family in question. To assist the Parent Representatives in each class to communicate with you, please complete the details below and return to your class teacher as soon as possible. Only provide details that you are willing to provide to the Parent Representative for your class group.

I would like to stress that Calgary Islamic School respects the privacy of all families within the school community. We are aware that several families have silent telephone numbers and may prefer not to have their contact details given to the Parent Representative. These families may wish to contact their Parent Representative personally and make other arrangements so that they can be advised of class news or coming events etc.

Yours Sincerely,

 Raiha Idrees
 Principal

- ☐ I would prefer to contact the Parent Representative for my class group personally.
- ☐ I am happy to provide the following contact details to the Parent Representative for my class group.

Child's Name _____ Class _____

Parent/Caregiver/Guardian's Name _____

Address _____

Home Phone: _____ Work Phone: _____

Mobile: _____ Email Address: _____

Appendix 2 – Example of Parent Representative Introduction Letter

Dear Year 1 Parents/Caregivers/Guardians

I wish to introduce myself and extend a warm welcome to you and your family.

As the Parent Representative for your child's class, I help to foster communication within the school and to assist with the development of the school community. This is another means of uniting the school community and enhancing the quality of relationships within the school between teachers, parents/caregivers/guardians and the children.

Please feel free to contact me if you wish to help in the classroom or if you require information on how you can be involved as a parent/caregiver/guardian at the Calgary Islamic School.

I look forward to meeting you at our first social function.

Yours Sincerely,

Name: _____

Parent Representative – Year 1

Phone: _____

Email: _____

Appendix 3 – Example of an Invitation to a Class Event

Dear Parents/Caregivers/Guardians

I would like to invite you and your family to join me at our upcoming Year 1 Cricket Tournament.

The details for the event are as follows:

Venue: Saddle Dome Fields, Calgary AB T2E

When: Saturday, March 19, 2016.

Timing: 06:00PM – 08:00PM

Please return the RSVP slip back to me by Wednesday, March 09, 2016 to enable sufficient time for bookings to be confirmed with the center.

I hope that you are able to join us for a wonderful morning.

Yours sincerely,

Year 1 Parent Representative

RSVP:

- ☐ The _____ Family are able to attend the above function.
- ☐ The _____ Family are unable to attend the above function.

Signature of attending family.

Appendix 4A – Example of Parents' Representatives Committee Members

Parents' Representatives Form

Respected Parents,

Kindly fill out your name and email address / contact number of the class you are interested in representing.

***Parent Representative Coordinator = PRC**

*** Class Parent Representative = CPR**

Classes	Parent Name	Parent Email / Phone
PRC:		
CPR – KG A (AM):		
CPR – KG A (PM):		
CPR – KG B (AM):		
CPR – KG B (PM):		
CPR – 1 A:		
CPR – 1 B:		
CPR – 1 C:		
CPR – 2 A:		
CPR – 2 B:		
CPR – 2 C:		
CPR – 3 A:		
CPR – 3 B:		
CPR – 3 C:		
CPR – 4 A:		
CPR – 4 B:		
CPR – 5 A:		
CPR – 5 B:		
CPR – 6 A:		
CPR – 7		
CPR – 8		
CPR – 9		

Appendix 4B - Parent Representative Contact List

Parents' Representatives

Below are the names and email addresses of the Parent Representative Committee of the Calgary Islamic School – Omar Bin Al-Khattab Campus for the year 2015 – 2016.

***Parent Representative Coordinator = PRC**

***Class Parent Representative = CPR**

Classes	Parent Name	Parent Email / Phone
PRC:	Zobaria Masroor	
CPR – KG A (AM):		
CPR – KG A (PM):		
CPR – KG B (AM):	Mariyam Shaikh	
CPR – KG B (PM):	Shiba Rafat	
CPR – 1 A:	Hajar Masri	
CPR – 1 B:		
CPR – 1 C:	Ayesha Aleem	
CPR – 2 A:	Fariha Qureshi	
CPR – 2 B:	Farzana Akbar	
CPR – 2 C:	Sidra Khan	
CPR – 3 A:	Manar Halat	
CPR – 3 B:	Shahida Parveen	
CPR – 3 C:		
CPR – 4 A:	Rahila Raies	
CPR – 4 B:	Asifa Azmat	
CPR – 5 A:	Anjum Dawood	
CPR – 5 B:		
CPR – 6 A:	Shumaila Faisal	
CPR - 7		
CPR - 8		
CPR - 9	Aklima Akhtar	
CPR - Undecided	Bassam Mahfouz	
CPR - Undecided	Md Iqbal	

Appendix 5A - Example of an invitation to a Parent's Representatives Election

Subject: Election for Parents' Representatives

Assalamo Alaikum Respected Parents,

OBK School Council is holding an election for Class Parent Representatives (CPR) and a Parent Representative Coordinator (PRC), who will be elected to oversee and coordinate all of the individual CPRs on Thursday, March 17th, 2016 at Calgary Islamic School – Omar Bin Al-Khattab Campus at 3:30 PM to 4:30 PM.

All Parents are requested to attend and participate in this event, so that they may vote and/or nominate CPRs for the various classes at CIS – OBK. Kindly R.S.V.P. at obkschoolcouncil@pallisersd.ab.ca by Thursday, March 10th, 2016.

Those who are unable to attend on the election date can email and inform the School Council as we might hold another voting session, in case all positions are not filled.

We are looking forward to fill approximately 36 CPR positions along with a PRC position for the 2015 – 2016 School Year.

For more information on the purpose, structure, role, responsibilities, protocols and confidentiality kindly refer to our School Council's Facebook page and look for the Parent Representative Manual:

Calgary Islamic School Omar Bin Alkhatab School Council
https://www.facebook.com/Calgary-Islamic-School-Omar-Bin-Alkhatab-School-Council-587802274655191/?ref=aymt_homepage_panel

Jazakallahu Khairan

OBK School Council

Appendix 5B - Example of an invitation to a Parent's Representatives Election

Subject: Class Parent Representatives

Assalamo Alaikum Respected Parents,

OBK School Council is looking for Class Parent Representatives (CPR) for each class. We will be in school on Wednesday, March 16th, 2016 from 1:30 PM – 2:00 PM to help you out with information and process.

Please participate in this endeavor. It will be a great opportunity to get involved with your child's school. You can also email us regarding the Class you are interested in representing at obkschoolcouncil@pallisersd.ab.ca by Thursday, March 24th, 2016.

We are looking forward to fill approximately 36 CPR positions for the 2015 – 2016 School Year.

For more information on the purpose, structure, role, responsibilities, protocols and confidentiality, kindly refer to our School Council's Facebook page and look for the **Parent Representative Manual** in the album named "Information".

Here is the link:

https://www.facebook.com/Calgary-Islamic-School-Omar-Bin-Alkhattab-School-Council-587802274655191/?ref=aymt_homepage_panel

We will update you on the names of all the CPRs once the positions are filled!
Thank you for your support.

Jazakallahu Khairan

OBK School Council