



Principals' Training Center *PTCnet Survey*

Topic Parent Meetings

Query How do different international schools organize parent meetings

Date March 2011

Query Submitted and collated by Nicola Beale, Elementary Principal AIS

Total number of responses

Individual responses

A summary of the responses:

1. Set and communicate clear goals for the meetings
2. Frequency of meetings varied from never to once a month
3. The Principals meeting has a clear Principal directed agenda?
 - a. Guidelines and protocol are made clear at the first meeting of the year and at the beginning of each meeting.
 - b. In the same way we Principals will not discuss individual students in that forum, nor will parents discuss teachers by name (nor refer to them in a way that makes it clear who is being spoken about).
 - c. Several schools run meetings at the end of the school day thereby ensuring a fixed end time as parents collect their children.
4. Meetings tend to run between 45mins and 1 ½ hours
5. Principals meet with parents and/or PTO to brainstorm a list of topics they would like covered during the year. This is added to with pertinent issues and developments at the school



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- a. Upcoming school developments
 - b. Curriculum information
 - c. Social and emotional issues
 - d. PTO chosen topics
 - e. Book study
 - f. Semester overview
6. Other members of staff are invited, i.e. Athletics Director, Counselors, teachers etc. to present to the group. Guest speakers are also invited.
 7. Publish agenda a few days ahead of the meeting
 8. Ask for parent questions on the topic before the meeting. Write those up on a chart and try to address along the way.
 9. At the end of the meeting encourage written feedback, comments and suggestions
 10. Time it well
 11. Fill up the time with valuable, impressive information
 12. Teach them, don't lecture them.
 13. Always give them lots of information to take home.
 14. Always be there for them and listen so that even the most difficult feel that they have your ear and don't need everyone else's.
 15. Enjoy it yourself, they will trust you.
 16. Get the complainers in and let them talk to you.
 17. Make it a workshop.



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Some supporting documents:



北京耀中國際學校

YEW CHUNG INTERNATIONAL SCHOOL OF BEIJING

YCIS Parent Organization

Yew Chung International School of Beijing values its relationship with parents and encourages their involvement in support of their children and the school.

Mission Statement

The YCIS Parent Organization is a volunteer service group of the parents of students currently enrolled in the school. The purpose of the Parent Organization is to help create a sense of community by organizing and conducting social and community events for students and parents of Yew Chung Beijing International School, in consultation with the Co-Principals.

The Five Ways

Any concerns about school daily or academic issues should be referred to the school through one of the Five Ways for immediate handling of issues.

Funding

Each YCIS Parent Organization is self-funding. The school accounts office will assist with advice on how income and expenses should be logged. All revenue recorded in any given year should be earmarked for distribution by the end of the school year, but some funds may be carried over as start-up money for the next year. The school is not responsible for any debts incurred. Only participation fees or donations should be used to cover the cost of any event that is organized. Any surplus derived from events should



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be used to support student activities in the school or, with the permission of the Co-Principals, be used as donations to events and activities for local charity projects.

Leadership Structure

A leadership team consisting of three to five parents will be determined by the parents. This team will be responsible for organizing the types of activities and events in consultation with the Co-Principals.

The Five Ways

Unique Features of Yew Chung International Schools that enhance communication with parents:

- Direct contact with teachers
- Co-Principals or Coordinators
- Parent Relations Office
- Parent/Teacher Interviews and Information Evenings
- Academic Information Forums