

| **January PA Meeting** | **School Recruitment** | **Events** |
PA Recruitment | **Charity Cookbook Update**

January PA Meeting

Term at a glance

22nd Jan – Temple Fair
 7th Feb (Morning) — Next PA meeting
 Apr– Staff Appreciation Event
 12th May – Art Event
 4th Jun – School picnic and Cookbook launch

This was our first PA meeting that took place in 2017 – **HAPPY NEW YEAR** everyone! I hope you all feel well rested and refreshed after the Christmas holidays. We had a fantastic attendance for the meeting, hopefully this will be the standard maintained for the rest of the year.

David mentioned the last PA meeting which took place in the evening, but unfortunately we only had 2 people attend. The PA will have another **evening meeting** on the **7th March**. We hope you can join us there.

The previous PA meeting was used as a reference – Last month the BSB Sanlitun MIT team (Miss Booth, Miss Mccarra, Mr Haden) gave a presentation of what we should be expecting in January-February. They

were all very enthusiastic to inform the parents of the up and coming Term 2 challenge. The aim is to identify and raise awareness of an environmental problem in school/local environment/city. **The MIT team is looking for parents with expertise in environmental issues** (eg. recycling, air pollution, waste management) and associated fields to come in and speak to the students in January. Please email **Miss Booth** (petrina.booth@britishschool.org.cn) if you can help. The presentation is available on the BSB Sanlitun website. The students were introduced to the above Term 2 challenge in Monday's assembly – Named: **Curious Cities**. The students will be discussing this on a daily basis with their class teacher and further information will be sent home via the daily email. At home please be asking the children questions about this to further enhance their curiosity in the classroom.

Kirsty Mccarra is currently in Houston receiving further training on STEAM development and will be receiving a personal tour of NASA. The staff, students and PA can't wait to hear all about it.

David mentioned the pollution levels over the holidays were extremely high. If you wish to remind yourselves of the **school pollution measures** please look on the **BSB Sanlitun website** where they are fully listed, these procedures are followed to the letter by the school. Air purification systems in the school and classrooms are regularly monitored. Positive pressure units installed in the doorways and porches add to air quality control. These have all led to improvements in the AQI levels, particularly the gym. The school is confident that **On a high pollution day, the best place to be for your children is school**.

David will be going to London from Monday 16th to Friday 20th January to attend OTOS (Outstanding Teachers Outstanding Schools) for one week for new teacher recruitment. Please contact Christine Armstrong in his absence.

As everyone is now aware Prue left the school in December – Her replacement is **Majella O Doherty** – majella.odoherty@britishschool.org.cn

We would like to congratulate **Ms Iva** on the birth of her baby girl, both are happy, healthy and now at home. **Catherine Ormandy, a drama and dance specialist has been hired for the 3 month's maternity cover.**

Catherine has lived in Beijing before and was a parent at BSB Sanlitun, she is very happy to be returning to Beijing and BSB Sanlitun with her children.

Christine Armstrong has worked at BSB Sanlitun for 8 years and unfortunately for BSB Sanlitun, she will be **leaving** us at the end of the Summer Term. We congratulate her on becoming Head of a Primary school in Thailand. We will be sad to see her go. Christine is a friendly character that will be missed by all.

The new Deputy Head of Primary School will be Zoe Hubbard (who is currently the Key Stage 2 Leader). Congratulations to Zoe on her new appointment.

There will be a **Roundabout book stand/ stall sale**, taking place at the BSB Sanlitun main Primary campus on **Saturday 18th February**. There will be English books for parents and kids. The school will be managing this and they are looking for **volunteers** to help run the stall. Please contact **Majella** via email: **majella.odoherty@britishschool.org.cn**

Winter Events

Parent Fun Event January – Due to the short term time in January, the parent fun event for this month has been cancelled. Please check the list of Fun Events for February onwards.

Charity Update

The PA raises funds to support the Migrant Children Foundation (MCF), which was founded in 2009 by UK educator Helen Boyle. The MCF helps the children of those migrant workers from other provinces that come to find work in Beijing. If the family does not have a Beijing residency permit (hukou), the children are not entitled to access education or health care in Beijing.

Santa's Secret Shoppe – Feedback – Total funds raised 28,000rmb!!

We had a strong team of 20 parent volunteers for 2 full days. This is a shopping event for the children to buy gifts for family and friends, near and far. Not only do the children get to have this experience they are also giving to charity as all of the profits go to the PA Charity MCF. The children have a fabulous time dashing from stand to stand seeking the perfect gift. The children independently choose, calculate and understand that Christmas is a time for giving to others.

I would like to thank everyone who has given their time and efforts to make this event a truly special one for the children.



BSB Sanlitun PA Cookbook

The cookbook is now underway. Submissions have now been closed and we have received more than 100 recipes from families, staff and handwritten ones from children. We have a fantastic group of dedicated volunteers. Parent volunteer executive chef at New World hotel selected 6 recipes to cook as a trial process. These dishes not only look fabulous they also tasted amazing. The dishes were professionally styled and photographed by the chef and 2 parent volunteer photographers. The layout and design for these 6 recipes have provided a great direction for the cookbook by parent volunteer and graphic designer. The cookbook team will continue with the proof reading, cooking, food styling, photography and graphic design

process.

The executive Chef that is volunteering his time making the dishes feels he is unable to make the baked goods recipes to the same standard as the parents who submitted them. If possible we are hoping the people who submitted these recipes would also be able to make them and bring them into school (Date TBC). We do have volunteers who can make the baked recipes if you are not able to do so. These baked goods will be styled and photographed professionally.

Sponsorship and advertising sales – If anyone would like to sponsor or buy an ad in the cookbook, please contact Judy Sarton – jesarton@hotmail.com

We will be launching the cookbook in **June** at the school picnic (Date TBC). **Pre-orders will be taken from April onwards.**

PA volunteers needed to teach English at MCF school – Friday 10:00am – 11:30am

The PA is looking for parent volunteers to come and help teach English at one of the MCF migrant schools. No teaching experience is required, just your enthusiasm! Students are 4-6 year olds, teaching them English vocabulary through song, activities, games and arts and crafts. Lesson plans and resources are provided and the lesson is sent out a few days prior. We visit the nursery every week. Meet at Huangcun Railway Station at Exit D (it is on subway Line 4) at 9:30am on Fridays then walk to the school together.

Please contact Grace if you are interested. Email Grace: pangmei.wang@yahoo.com



Other Business

At the end of the school year we will have many positions available in the PA team – Below are job descriptions if you want to ask for further information or sit down to discuss this please contact the appropriate person or Kirsty - sanlitun.pa@britishschool.org.cn. It would be best if hand over for these roles could be made before June to make the transitions as smooth as possible.

PA Coordinator role available from June onwards

- To chair all PA meetings.
- Write all monthly newsletters to communicate to all parents and staff.
- Keep the PA board updated.
- Liaise with all PA members of any issues they may have.
- Help with all events.
- Check daily emails from parents and reply in a timely manner.
- To liaise with BSB Sanlitun staff in regards to issues raised with PA.
- Fill in for roles that have not yet been fulfilled.
- Ensure the PA runs smoothly across all areas.

Work required varies depending on events and PA meetings. You can manage the time scales to suit you and your lifestyle and personality. This is a great role to get involved with the school, meeting teachers, parents and students. It enables to you really immerse yourself in your child's school life and activities.

PA Event Coordinator role available from June onwards

- Liaise with selected external business partners (F&B vendors, cultural institutions - a list of contacts is provided)
- Liaise with selected departments from BSB and the PA Coordinator
- Preparing 5-8 events throughout the academic year 2017/2018

- Coordinating parent volunteers for the events (a list of previous parent contacts is provided)
- Onsite organization, supervising and attending five events
- Keeping expenses within a set budget

Work required about 4-8 hours of work emailing/organizing each week plus attendance at every PA Meeting (6x) since August 2016 and attendance at every event (5 full days) in 2016.

The main five events are: PA Welcome Party, International Day, Santa Secret Shoppe+The Big Wrap, Staff Appreciation Event, Art Auction.

Additional events would be: Madaifu Apples, Christmas Fayre, Summer BBQ.

PA Treasurer role available from June onwards

The Treasurer accounts for and reports on the finances of the Parents Association. The Treasurer needs to be trustworthy and reliable.

- Manage and maintain records of income and expenditure (keep receipts as required);
- Pay or reimburse expenses as authorized;
- Prepare cash floats required for various events;
- Count and secure money raised from events;
- Present financial reports to the PA Committee as required;
- Attend monthly PA meetings.

PA Lunch mum role available from January onwards

- To create monthly timetable for Lunch mum rota
- To communicate with parent volunteers

Parent Fun Event Coordinator role available from January onwards

- To create fun and entertaining social gatherings for parents alike
- To communicate with parents through the BSB forum
- To liaise with vendors who are managing the events
- Negotiating costs etc. based on numbers.

Please be aware that if you feel you do not have the time to commit to a specific full time role on the PA team we are happy for you to volunteer for roles in specific events.

Being a part of the PA or volunteering for an event really helps to transition smoothly with parents and teachers alike and makes it easy to get involved in the school community.

Introduction to the PA Committee

PA Coordinator – Kirsty New – sanlitun.pa@britishschool.org.cn

Secretary - Grace Walter

Treasurer – Ira Ovesen

Charity Board - Grace Walker, Emma Murphy and Monica Howes - 1 more positions available

Grace – pangmei.wang@yahoo.com

Parent Fun Event Coordinator – **Position available**

Events Coordinator – Stephanie Heydolph - sanlitun.paevents@britishschool.org.cn

Lunch Parent Coordinator – Alexandra Bichteler – Alexandra@bichteler.net

To get in touch with the PA with questions, suggestions, or to volunteer please email us at sanlitun.pa@britishschool.org.cn