

31<sup>st</sup> August 2016

*Dover Court International School  
Parents Association  
DCA*





# *Introduction*

# *DCA Class Representatives*

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As part of the DCA parents from each Primary School, DSE and ESL class and each Secondary School year group act as a Class Representative for the DCA. They are an important link between the Association, the class teachers and the parents, often providing information, coordinating events and contacts such as:

- Parental assistance and attendance at DCA events
- Class contact lists and introduction for new parents
- Class coffee mornings and social events for parents
- Class parties, discos, sports days, International Day, etc.

(DCIS Parent Handbook 2016-2017, page 16)

# Class Representatives Role ...

Class Representatives Do...	Class Representatives Don't...
<p>Work closely with the class teacher:</p> <ul style="list-style-type: none"> <li>• Compile contact list for families in each class</li> <li>• Send out emails to parents asking them for items for class activities and events</li> <li>• Possibly helping with getting class trip volunteers, for swimming, sports, reading week, etc.</li> <li>• Help welcome new parents and children by emailing them and saying 'hello'</li> <li>• Bid farewell to leavers by helping to organize cards, parties, or other leaving gestures/gifts</li> <li>• Spread the word on any useful resources</li> </ul>	<p>Class events and celebrations:</p> <ul style="list-style-type: none"> <li>• Have to volunteer for everything going on within the class</li> <li>• Send out notes to parents regarding events and celebrations within class without consulting with the class teacher</li> </ul>
<p>Independently organize informal social events for parents and children outside of school, e.g. coffee mornings, evening outings, social events, playdates, etc.</p>	<p>Leavers and joiners:</p> <ul style="list-style-type: none"> <li>• Organise leaving or welcome gestures without consulting the class teacher</li> </ul>
<p>Communicate to parents that any concerns are to be raised with the School directly not through the Class Representative or the DCA</p>	<p>Sharing information:</p> <ul style="list-style-type: none"> <li>• Use the role of 'Class Representative' to 'preach' views on parenting, etc. to the parents of other children in the class</li> </ul>
<p>Organise voluntary end of year cards/gifts/recognition for the teacher and assistant teacher on behalf of the other parents in the class</p>	<p>Deal with the issues of individual parents:</p> <ul style="list-style-type: none"> <li>• Get involved in any issue concerning a child in the class or concerns parents have of aspects of the School</li> </ul>
<p>Contribute to, support and communicate DCA events</p>	

# *DCA Class Reps are NOT...*

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DCA Class Representatives are NOT a vehicle of parent feedback to the School. Any concerns about aspects of DCIS are not to be brought to or raised in DCA meetings or with Class Representatives.

The DCIS Communication Pathway is outlined on page 16 of the Parent Handbook:

## **Primary School Communication Pathway**

Parent Query: Teacher - Year Group Leader – Deputy Head – Head of Primary – Principal

## **Secondary School Communication Pathway**

Pastoral Query: Tutor – Progress Leader – Deputy Head – Head of Secondary – Principal

Academic Query: Subject Teacher – Subject Leader (where appropriate) - Deputy Head – Head of Secondary – Principal

# *Class Representatives Coordinators*

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## **Class Representative Coordinators:**

- Lower Primary, Upper Primary, Secondary
- Support encourage and offer advice to the Class Representatives in their year groups. Organise regular get togethers with Class Representatives in the year groups
- Act as primary point of contact for planning events and communication

# *DCA Class Representatives August/September To Do List*

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## DCA Class Rep assistance needed:

- Reminder about Saturday picnic
- Reminders about talks from the Educational psychologist on transitioning abroad and a talk from expat solutions about living in Singapore.
- Requesting class for raffle prizes for quiz
- Getting class quiz teams together
- Running a stall at the Christmas Fair
- We also need an upper primary class rep coordinator

# Group Activity - Year Groups/Secondary School

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## Class Reps Group Activity

- Meet the Class Reps from your year group
- Distribute family contact lists
- Questions





**Thank you and have a  
great year!**