



BIS Abu Dhabi

PTA



# PTA

The British International School  
Abu Dhabi



THE BRITISH INTERNATIONAL SCHOOL  
ABU DHABI

A NORD ANGLIA EDUCATION SCHOOL

## Welcome

*As a part of the BIS Abu Dhabi school community you are a part of our PTA. This hand book is your 'go to' guide, we hope, for all things related to PTA within our school.*

*As a group of volunteer parents we are forever changing and learning how best to support our children, so any ideas are always welcome at any point.*

## Understanding the PTA

### Our aim:

The aim of the PTA is to support and empower parents to be active in the best interests of their children's educational lives and a sense of community within the school.

### What we do:

- Coffee Mornings; to encourage community activity and socialising.
- Second Hand Uniform; provide an opportunity to purchase pre loved uniform.
- Second Hand Books: provide an opportunity to purchase pre loved books.
- Snack Shop: can be used to support school events where appropriate.

We help to organise whole school events, in the past these have included:

- International Day
- Elements of national day
- Welcome tours and mornings
- Charity events
- Project awareness

Through our PTA business partners we create opportunities for discounts and promotions for our parent community. We create opportunities for the parents to come together as a community.

# PTA CHART



Association chart is a diagram that shows the structure of the PTA as planned for the school calendar year 2019/20

PTA ORG CHART 2019/20

## PTA CORE COMMITTEE

**CHAIR**  
**VICE CHAIR**  
**SECRETARY**  
**TREASURER**  
**COMMUNICATIONS**  
**COORDINATORS**

**FS**  
**COORDINATOR**

**PRIMARY**  
**COORDINATOR**

**SECONDARY**  
**COORDINATOR**

**FS**  
**CLASS REP**

**PRIMARY CLASS**  
**REPS**

**SECONDARY**  
**PARENT GROUP**

FS 1.  
FS 2.

YR 1  
YR 2  
YR 3  
YR 4  
YR 5  
YR 6

YR 7  
YR 8  
YR 9  
YR 10  
YR 11  
YR 12  
YR 13



## Putting together the core committee

### What this looks like

The roles below are a general outline for each position within the core committee:

#### *Chair*

Oversee and facilitate meetings and be the lead liaison with the school.  
Coordinate with other members of the PTA to action the PTA calendar, communications, keeping the core function of the PTA moving forward throughout.

#### *Vice-Chair*

Perform all duties of the Chair in her/his absence.  
Assist the Chair in preparing for meetings at his/her request.  
Responsible for checking and maintaining the official parent email address:  
[PTA@bisad.ae](mailto:PTA@bisad.ae)

#### *Secretary*

Responsible for taking and sharing minutes of core committee and other meetings.  
Publish agenda for up coming meetings and track attendance.  
Maintains a database of class parent representatives and Executive Board names and emails.

#### *Treasurer*

Keep an account of PTA funds through the management of the receipts and reimbursements.  
Prepare financial highlights of the PTA for the school year to present at the AGM.

#### *Communication Coordinator*

Responsible for handling/maintaining outside communication with Newsletter, Weblog, Facebook, email, etc.  
Event and project promotional visual  
Oversees Dropbox  
Works on internal docs to standardise PTA processes  
Coordinate with school marketing as required

#### *Foundation Stage Coordinator*

Must have a child in this age group.  
Coordinate the with the foundation stage class reps.  
Be the central point of communication between FS teachers and the PTA.

#### *Primary Coordinator*

Must have a child in this age group.  
Coordinate the with the primary class reps.  
Be the central point of communication between primary teachers and the PTA.

#### *Secondary Coordinator*

Must have a child in this age group.  
Coordinate the with the secondary parent group.  
Be the central point of communication between secondary year leader teachers and the PTA.

## Meetings

Meetings we host include:

Core – start of academic year – each term and ad hoc basis

Coordinators – together with class reps and teacher year leaders – once a term, preferably first month of each term

Annual General Meeting – The PTA shall hold an annual general meeting before the end of each academic year. The core committee for the next academic year will be discussed at this meeting.

## Planning for the future school year

The core committee is open to any parent, however it is preferred where possible, that the chair position has been actively involved in the PTA.

Where multiple parents volunteer for any one role the process of the AGM shall be as follows:

1. Hello and intro for suitability for the role.
2. Candidates step out the meeting and a vote takes place by a show hands to determined who will take the role on.

Nb: this step ensures all parties are respected during this process.

## Privacy:

In our best efforts to maintain the privacy of our school community we kindly ask parents attending our events to let core committee members if they prefer not to be photographed.

Any pictures we post to the best of our abilities we will not take face pictures of parents and students without verbal or previous agreed consent.

## Confidentiality:

All discussions among the PTA committees and its members are confidential. In addition, no member of the PTA shall publicly express an opinion, which may be interpreted as representing the opinion of the PTA body without prior approval.

At all times members should abide by the laws of the UAE.



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