

18th September 2017

*Dover Court International
School
DCA and Class Parents
Workshop*



2017-2018 DCA Parent Association



DCA Committee:

- Co-chairs - Efe & Karyn
- Treasurer - Jo
- Secretary - Ann
- Social Media - George

Other positions:

Lower Primary co-ordinator - Mariyam
Lower Primary events liaison - Rachel
Upper Primary co-ordinator - available
Upper Primary event liaison - available
Secondary co-ordinator - Diane Price
DSE rep - Caroline Codrington
EAL rep - Shino Sanda/available

Class Parent Coordinators/Reps

- Support encourage and offer advice to the Class Parent in their year groups. Organise regular get togethers with Class Parents in the year groups
- Act as primary point of contact for planning events and communication



DCA Class Parents

As part of the DCA parents from each Primary School, DSE and EAL class and each Secondary School year group act as a Class Parent 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, UN Day, etc.

(DCIS Parent Handbook 2017-2018, page 24)

Please note: Core contact list Class Parents is held by Niamh Fredericks in Admissions niamh.fredericks@dovercourt.edu.sg

Class Parents Role ...

Class Parents Do...	Class Parents Don't...
<p>Work closely with the class teacher:</p> <ul style="list-style-type: none"> • Compile contact list for families in each class • Send out emails/whatsapp to parents asking them for items for class activities and events – clarification on disclosure of personal information • Possibly helping with getting class trip volunteers, for swimming, sports, reading week, etc. • Help welcome new parents and children by emailing them and saying 'hello' • Bid farewell to leavers by helping to organise cards, parties, or other leaving gestures/gifts • Spread the word on any useful resources 	<p>Class events and celebrations:</p> <ul style="list-style-type: none"> • Have to volunteer for everything going on within the class • Send out notes to parents regarding events and celebrations within class without consulting with the class teacher
<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"> • Organise leaving or welcome gestures without consulting the class teacher
<p>Communicate to parents that any concerns are to be raised with the School directly not through the Class Parent or the DCA (see page 24 in the Parent Handbook)</p>	<p>Sharing information:</p> <ul style="list-style-type: none"> • Use the role of 'Class Parent' to 'preach' views on parenting, etc. to the parents of other children in the class
<p>Organise voluntary end of year cards/gifts/recognition for the teacher and assistant teacher according to school guidance and policy: \$70 maximum value for a gift from an individual, \$500 max value for a gift from a group</p>	<p>Deal with the issues of individual parents:</p> <ul style="list-style-type: none"> • Get involved in any issue concerning a child in the class or concerns parents have of aspects of the School
<p>Contribute to, support and communicate DCA events</p>	

DCIS Communication Guidance

The DCIS Communication Guidance is now outlined from page 22 of the Parent Handbook including information on social media usage and appropriacy :

Social Media Guidance for Parents

As teachers, as parents and as adults we all have difficult terrain to navigate regarding the appropriate use of social media. There are an increasing number of incidents we have to deal with regarding students misusing social media and it is causing an unnecessary amount of anxiety and upset.

The purpose of this guidance is to raise awareness as the majority of issues faced with inappropriate use of such websites and apps are outside of the school environment and, as such, not within our area of control. Through our curriculum we will address the issues associated with safety online, but we recommend you take some steps outside of school to protect your son/daughter further:

- Make sure any profiles are appropriately secured using the privacy settings
- Some sites use 'age targeted' advertising and therefore your child could be exposed to adverts of an inappropriate nature, depending on the age they said they were when they first signed up (please note that these sites have no way of verifying age limits, so anybody could pretend to be any age)
- Monitor your son/daughter's use of social media and talk to them about safe and appropriate online behaviour, such as not posting inappropriate comments or photographs.

There are a number of websites you can access to get additional advice and we recommend all parents visit the CEOP Think U Know website for more information on keeping your child safe online www.thinkuknow.co.uk. There is also software available which may help you monitor your son/daughter's online use (whilst we are unable to give recommendations, Net Nanny is one such example of the software available). Some of this software can also be used to limit the amount of time your son or daughter spends online.

Recommended Age Limits for Social Media Apps

Whatsapp Age: 'You must be at least 13 years old to use our Services (or such greater age required in your country for you to be authorized to use our Services without parental approval). In addition to being of the minimum

DCIS Communication Pathway

The DCIS Communication Pathway is outlined on page 24 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



DCA 2017-2018 Events

- DCA Used Uniform Collection and Sales – August, January, April, June
- DCA Transitions Workshop – August
- Parent Coffee Mornings – Ongoing and at beginning of every term for new families
- DCA Family Picnic – August
- DCA Association Meetings – August, October, January, March, April and AGM in June
- DCA Class Parent Meeting and Workshop
- DCA Family Halloween Event 3rd November 2017
- DCA Christmas Fayre Planning Meeting 7th November 2017, 8.45am
- DCA Christmas Fayre 9th December 2017
- DCA Parent Quiz Night 2nd February 2018
- DCA Year 7 – Year 9 Secondary Disco 8th February 2018
- DCA Family Movie and Music Night 10th March 2018
- DCA Upper Primary Discos 26th April 2018
- DCA Family Sports Day 9th June 2018
- DCA Year 10 – 12 Formal 19th June 2018



Group Activity - Year Groups/Secondary School

Class Parents Group Activity

- Any questions?
- Meet the Class Parents from your year group
- Class Parent listing distribution
- Sign up for available DCA positions





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