

## Parent Involvement Policy

### Pre-Prep School Parent Reps

Parent Reps play a key role in communication within the school. Primary objectives of this important and valued role are:

- To act as an official channel of communication between the year group and the school
- To promote good communication between parents in the year group, facilitating social interaction
- To identify opportunities where parents can get involved in and support school events and activities

Parent(s) from each year group will be Parent Reps annually. If more than two people volunteer the school makes a decision as to who to elect. We look for positive individuals who are willing to help and have the time to do so. The role involves the following commitment:

- A meeting twice a term - one with the Head of Pre-Prep and one with the Deputy Head (Early Years) or Deputy Head (Y1&2) as a line of communication between parents and school.
- Provide a channel between the parental body and the school, directing enquiries, concerns and suggestions to the appropriate person. As the job title suggests, you are representing the views of the parent body in your year group rather than primarily your own view. This includes:
  - directing an individual concern to the form tutor rather than to Parent Rep meetings
  - directing a widely held concern or suggestion to the appropriate tutor, Head of Year, Head of Pre-Prep and/or agenda item for the next Pre-Prep parent rep meeting rather than a discussion on social media/WhatsApp.
  - directing parent(s) to information sources such as the VLE, or newsletters
- Welcome new families to the school, acting as a point of contact and connecting new and current families.
- Help facilitate opportunities for social contact within year groups
- Work with relevant staff members and class reps, if appropriate, to co-ordinate support for school events. In Pre-Prep these are class/year based activities: National Day and International Day, Winter Wonderland Party, FS2 Pirate Day, Splash Day, FS1 Food Festival, FS1 Teddy bears picnic, FS2 Fairytale Ball. This may involve some sourcing of materials, decorating corridors co-ordinated by the school HoY etc
- Work to promote a positive and constructive atmosphere at all meetings, within the parental body and on social media forums
- Act as ambassadors for the school and retain a positive and constructive atmosphere, including on WhatsApp and Facebook groups

### Class Reps

Please note that the role of Pre-Prep parent reps is different to class reps. Class reps are not organised by the school and have arisen in Pre-Prep and lower Prep because parents themselves feel the need to have a self-elected class rep volunteer for each class. Historically this parent gathers the contact details of the parents in that class if parents are happy to provide this information. A WhatsApp group is often set up for communication, reminders to each other etc. Parent Reps often use the class reps to help gather support for school activities where parents like to volunteer (as listed above).

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### **Cranleigh Community Committee**

**The Cranleigh Community Committee (CCC) are ambassadors for the school and play a key role in events.**

**The CCC supports the school and its ethos by coordinating and organizing activities that promotes and enhances the wider school community. The committee consists of seven parents, and election onto the committee, when needed, is based on Parent Volunteers' commitment and support with events over the course of the year.**

**The members' roles with respect to CCC initiatives include, but are not limited to; internal communication, external communication/marketing, lost property, procurement, co-ordination of parent volunteers, treasurer, and secretary. All members are actively involved in the planning, preparation and execution of the committee's initiatives and events.**

**The CCC report directly to the Deputy Head Well-Being, Natassja Williams. For more information contact [nwilliams@cranleigh.ae](mailto:nwilliams@cranleigh.ae)**

**Funds raised are allocated towards various school initiatives, events and procurement. The CCC endeavours to maintain a surplus at the end of each academic year to be used towards the next academic year. A summary of initiatives and events is published in the school newsletter at the end of the academic year, with the accounts shown to the Senior Leadership Team.**

**The CCC provide support in the following areas as well as social media, providing material for internal publications and stock checking:**

## Parent Involvement Policy



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Reviewed by: Jessica Lou-Hing PRM

Final reviewed by: Vice Principal

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