

Parent Representative Group Terms of Reference

Purpose

The Parent Representative Group has been established to facilitate communication between parents and the school, providing support as necessary. This group is dedicated to collaborating with the school while holding no decision-making authority. Its primary role is to promote effective communication between parents and the school.

Objectives

The Terms of Reference delineate the expectations, responsibilities, and conduct required of Parent Representatives within the Cranleigh Abu Dhabi community. These guidelines are designed to maintain the highest standards of integrity and support representatives in performing their roles effectively. Additionally, they offer clarity to all stakeholders, including teachers, parents, governors, and the broader community, regarding the standards expected of Parent Representatives.

Role and Responsibilities of Parent Representatives

Parent Representatives are expected to:

- Positively represent the Parent Representative Group by upholding and supporting the ethos, vision, values, and goals of Cranleigh Abu Dhabi.
- Act as a welcoming presence throughout the campus.
- Communicate with both new and existing families within their designated year group.
- Serve as a contact point for parents via WhatsApp, providing reminders and updates.
- Encourage parental involvement in Cranleigh Community events.
- Attend termly meetings with the school representative.
- Ensure meetings (informal or formal) are focused on constructive dialogue and not on grievances concerning staff, students, or other families.
- Refrain from raising issues related solely to their own children.

Length and Process of Appointment

The School requires one representative for each year group. During the latter part of the summer term, the School will consult with Year Group Representatives to determine their willingness to continue in their roles and transition to the next year group. If both the representatives and the School are in agreement, appointments will be confirmed.

When a vacancy arises, the School will invite expressions of interest from parents within the relevant year group via the school newsletter. Interested parents will then be invited for a

discussion to assess their suitability for the role. There is no fixed duration for appointments, nor is there a minimum term.

Protocol for Parent Representatives

Effective communication skills are essential. Representatives must share and assimilate information through face-to-face interactions, phone calls, or WhatsApp. Social media platforms such as Facebook, Instagram, and Twitter are not deemed appropriate for communication by Year Group Representatives, due to data protection and safeguarding considerations. If a Year Group Representative encounters any conflicts or concerns arising from their role, these should be addressed with the Parent Relations Manager promptly. Issues brought to the School's attention should have a broader impact across the year group. Requests to address concerns related to an individual child or family should be redirected to the Class Teacher or Tutor.

Meetings

- The group will meet the second half of each term with a school representative.
- Meetings should not exceed 90 minutes.
- Items for discussion should be submitted to the Parent Relations Manager at least one week prior to the meeting.

Confidentiality

All Parent Representatives must adhere to the [Parent-School Contract](#), which can be found on the school's website. Parent Representatives are expected to maintain confidentiality at all times. Should any issues regarding this contract arise, please contact the Parent Relations Manager immediately.

Review and Amendments

These Terms of Reference will be reviewed annually by the Senior Leadership Team to ensure they remain relevant. Amendments can be made as necessary with the approval of the school's leadership.

This structure ensures the Parent Representatives Group aligns with Cranleigh Abu Dhabi's mission while fostering long-lasting, impactful relationships that support both the school and its community.



CRANLEIGH
ABU DHABI

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Reviewed by: Parent Relations Manager

Final reviewed by: Vice Principal

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