



Room Parent Role

Lower school

Room Parents play an important role in building partnerships between school and home. As a Room Parent for your class, you are a **vital link between new parents, existing parents and the Homeroom teachers**. The extent of this role may differ from grade to grade, depending on the needs of the grade level and the culture of the other parents in the grade. As such, the role outlined below helps establish guidelines for those parents volunteering to be a Room Parent but Room Parents are welcome to organise other events and activities beyond those described below.

The Room Parents **also act as liaisons of the PTA** – facilitating communication between other class parents and the PTA, attending parent group meetings, helping generate support and interest within school community (for example by promoting school events, reminding parents of an upcoming program/activity, soliciting volunteers when needed etc.).

Each class will have one Room Parent and one Support Room Parent. An **information session for Room Parents** will be held in September to share some ideas and recommendations for parents volunteering. Room Parents hold the role from September to September. Room Parents are encouraged to rotate on a yearly basis. Homeroom teachers will help finalise the Room Parents during the Parent Information session at the beginning of the year.

To be successful as a Room Parent we recommend the following:

- **Room Parents and Homeroom teachers work together to support learning** during the year. Room Parents and Homeroom Teachers are encouraged to have a conversation early in the year to discuss how they can support each other, including how to communicate with each other, e.g. SMS, email, notes in assignment book. Room Parents can be a great source of support for informing & reminding parents of upcoming events and activities. To help ensure consistency in the grade, Room Parents of different classes can work together.
- **Room Parents help support two (2) class celebrations during the year**, in close collaboration with the Homeroom teachers. These should take place in the last week of school in December and June, on the school premises, during the school day. Room Parents can help organise simple healthy refreshments for the celebrations and at the end of the school year a class photo. The date & time of the parties should be agreed on with the Homeroom teachers. Room Parents may collect 5CUC from all class parents during September to fund this. Some grades, in collaboration with the Homeroom teacher, may choose to provide some additional party supplies and food for these events.
- To assist the Homeroom teachers in **welcoming new students/saying goodbye** to students in your class.
- To help during **emergency situations by triggering the Emergency Phone Tree** for your child's Homeroom class.
- If you are away for a long period of time or leaving ISH, please inform your Support Room Parent of the required duties and role to be carried out during your absence

As a Support Room Parent, your role is to help the Room Parent when requested and take on the role of Room Parent during their absence.

We would like to thank you for volunteering for this role. The Room Parent is a vital part in maintaining a close, happy, and safe community for our children.

We welcome you to join the PTA Executive Meeting at any of our monthly meetings, held on the first Wednesday of each month at 4.15pm at Calle 18.