

PTSA

Class Parent

Being a YIS Class Parent in Elementary School

An Elementary school class parent is a YIS Mum or Dad who volunteers their time to help students, teachers and the parents of his/her child's class. Ideally there should be two class parents per class (if possible, it is great to have one Japanese native speaker). Listed below are some of the responsibilities of a class parent. This list is the minimum required, but you may like to add your own "extra touch" to your role.

Please meet with your teacher early in the school year and discuss their requirements and expectations of the class parents.

Class Contact List: Obtaining and maintaining an up-to-date contact list of all parents in your class. All parent contact details are available from the Veracross parent address book. Please review your class on Veracross at the beginning of the school year to see if there are any changes (due to departures or arrivals). The PTSA Mentor Coordinator receives information on newcomers and if a new family arrives during the school year, the PTSA Mentor Coordinator will contact the class parent regarding new arrivals. Please add those emails to the list. You may also occasionally want to inquire with the school office or the class teacher whether there are any new additions to be made (especially in January and April); and If you receive a new or changed email from a parent, please encourage that parent to inform the school of this so that their records can be updated.

PLEASE NOTE: According to Japanese Privacy Laws, these email lists are for the use of the class parents only; they are not to be distributed to other parents or third parties. In order to keep all the email addresses confidential, the class parent (when emailing the parents in their class), should put his/her own email in the "To" line and then put all other parents addresses in the "Bcc" line.

Helping new families settle in: When you have a new parent in your class, please send a brief message to introduce yourself and welcome them to YIS. The Mentor Coordinator may contact you to help find a mentor for new parents, mainly because it is helpful to have a mentor with children in the same class as the new families. This does NOT mean that you are responsible for mentoring every new family in your class. Just to help find mentors IF necessary. Contact the Mentor Coordinator via ptsamentor@yis.ac.jp.

Class funds: The class parent may choose to collect money from each parent in the class, to help with the costs of the class parties and gifts for the teacher. Traditionally, the amount is between Y1500 to Y2500 although a class fund isn't always necessary and it is suggested that you discuss this with the parents at your first class coffee morning.

Student parties: Usually there are 2 parties per year; one before the winter break and one just before the end of the school year. Please check with your teacher and the other class parents in the grade regarding the dates and format for these parties. Parents are usually responsible for providing the food (either by the class parents ordering pizza or by each parent providing a dish to share).

Parent get-togethers: As a minimum, Class parents should organise a get together each semester, either as an individual class or more often as a grade. Make sure that you are aware of any new families and invite them to these events so that they are welcomed into the YIS community. These are usually held at an external location of your choice but can be held at the ICJC or Cafeteria. If you choose to use the ICJC or Cafeteria please contact the school office to check venue availability.

Grade 5 celebration:

It is traditional for the class parents of the grade 5 classes to help coordinate the end of elementary school celebration gift (if relevant) and party.

Celebration lunch: Following the ceremony, Grade 5's attend a celebratory lunch, hosted by the parents. During this lunch a graduation cake is served which is arranged by the grade parents. Please discuss the requirements for this lunch, with your class teacher and the other grade 5 class parents.

Celebration gift: In some years grade parents decide to coordinate a celebration gift. If this is decided this is coordinated by the class parents and paid for with class funds.

Classroom/Field trip assistance: From time to time teachers may ask for class parents to coordinate parents to help either in their classroom or in class/grade field trips.

Facilitating communication to parents: Occasionally, the PTSA may ask class parents to pass on information to their grade. This means of communications is used sparingly but very much appreciated by the PTSA.

Organise welcome back coffee morning for the following school year: At least two class parents from the grade will host the first grade coffee morning of the next school year. The current Volunteer Coordinator will contact you regarding this at the end of the school year and may also provide you with agenda points to pass on to parents from the PTSA. Following this the hosts will communicate the names of the newly appointed Class parents for that year to the Grade/class parent Coordinator. The contact details of the current Coordinator is posted on the YIS Website under PTSA Committee Members.

Thank you for being a class parent and contributing your time and effort to your child's class and the school community. If you need any information or help, please contact the Volunteer

Coordinator. The current Volunteer Coordinator contact person is posted at the YIS Website under PTSA Committee Members.