

## **PTSA**

### **Grade Parent**

#### **Being a YIS Grade Parent in Middle School**

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

Grade 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 grade parents only; they are not to be distributed to other parents or third parties. In order to keep all the email addresses confidential, the grade 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](mailto:ptsamentor@yis.ac.jp).

Grade funds: The grade parent may choose to collect money from each parent in the grade to help with the costs of the grade student parties and pre-dance reception for the Graduation Dance (Grade 8 only, see below). It is suggested that you discuss this with the parents at your first grade 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 the teachers regarding the dates and format for these parties. Parents are usually responsible for providing the food (either by the grade parents ordering pizza or by each parent providing a dish to share if there is no grade fund).

Parent get-togethers: As a minimum, grade parents should organise a get together each semester. 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 8 celebration (graduation):

The Grade 8 grade parents, in consultation with the Middle School Vice Principal, help with certain events scheduled for Grade 8 students.

- Graduation dance: Typically there is a graduation dance which is organised by the middle school student council. However, the pre-dance reception is organised by the Grade 8 grade parents, in consultation with the Middle School Vice Principal. Typically the grade parents use grade funds to buy “mocktails” or fizzy drinks for this reception and in some years grade parents have also supplied food (although this is not necessary).
- Graduation 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.

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

Organise the initial coffee morning by grade for the following school year: Grade parents 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 grade parent and contributing your time and effort to your child’s grade 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.