

TBS **Year Group Representatives**

Introduction

Thank you for volunteering for the role of year group representative. This role is a vital bridge between parents and TBS, as well as central to the communication between parents. The year group representatives will facilitate the introduction of new families to the school, support initiatives by teachers, students and other parents for the benefit of our school community, and encourage positive and constructive communication between parents as well as between teachers and parents. This role requires mutual trust, communication and a willingness to promote a harmonious environment for all.

It should not take up too much of your time throughout the school year, and will likely be busier at certain times of year, such as at the start of the year, around Christmas and the end of the school year.

It is vital to emphasise that parents trust the school to deliver education to our children as outlined in the school policies, procedures, constitution and curriculum. The class representative's role is not to intervene, circumvent, criticise or otherwise impede the school in their efforts to deliver education to our children. Class representatives are there to help parents support their children, constructively support teachers and enhance the efforts of parents to engage with their children's school journey.

Structure

In each school year (from Foundation through to year 13) there should be two volunteer year group representatives. In Early Years, there should be one in Foundation 1 and one in Foundation 2. In primary years (years 1 to 6), there should be one from each class. In secondary there should be two across the year, ideally with children in different mentor groups. Volunteer year group representatives feed into the Parents' Association ([Link to PA ToR](#)). Having two representatives per year will enable them to share the work, cover for each other in the case of travel or sickness, and support each other.

Each volunteer year group representative should take on the role for no longer than one school year. However, if no-one else is willing to take on the role, they can continue if they so choose.

The year group representatives are voluntary and parents are encouraged to put themselves forward for the role. If no-one volunteers in a year group, the Parents' Association can approach people directly to ask them to volunteer. If no-one agrees, then an email will go out to all parents in that year group (sent by the classroom teachers/ head of Key Stage) informing the parents that they have no representative, but if they would like to volunteer at any stage during the year then they should inform a member of the Parents' Association.

Ideally, year group representatives should be confirmed in June, prior to the summer holiday, so that they are in place in August to support new families settling in. If this has not been

possible, they will be finalised as soon as possible in the new school year, at the latest 2 weeks after the start of term.

Protocols

All year group representatives must sign a Code of Conduct with the Parents' Association ([placeholder- link to Code of Conduct for volunteers to sign](#)). Year group representatives may be told personal and private information as part of this role and it is essential that they respect the privacy of families and keep that information confidential. Moreover, the year group representative must understand and respect the data protection policies of TBS.

It is vital to keep in mind that the role does not replace the relationship between parents, students and teachers, and at no point should the year group representative facilitate or encourage a family to circumvent the classroom teacher. The role of the year group representative is to provide information to families on request that may include school policies and procedures, contact details for appropriate school staff or encouragement to speak to the child's classroom teacher/ mentor/ head of Key Stage. Primarily, the teacher is responsible for the children in his/her care. The year group representative should direct all inquiries from parents to the appropriate teacher. The year group representative is to support the teacher and therefore adhere to the teacher's directions.

Role

Communication

The year group representative will maintain a voluntary class list on google docs that includes the parent name, children's name, parent's email and parent's telephone number. Parents that opt into this can have access.

Moreover, the year group representative will maintain a whatsapp group of all parents in the year that choose to be included, and the year group representative will be responsible for posting reminders of school events; requests for materials, information or volunteers; and for welcoming new families. Parents may use the whatsapp groups for invitations; discussions and questions regarding the school schedules or events; and any other relevant queries they may have.

Year group representatives should have familiarity with the relevant school policies and procedures to share with parents on request. Families can contact year group representatives with queries, and year group representatives will then signpost families to the relevant teacher, school staff member or school policy/ procedure to resolve their query.

Liaison

Year group representatives should ensure they have a good working relationship with their classroom teachers or head of Key Stages 3, 4 and 5, to facilitate information sharing and ensure they can appropriately support teachers on request.

They should liaise with other year group representatives with other years through the monthly meetings, year group representatives whatsapp group or one-to-one to raise general issues, questions and concerns as required. This liaison should also include the

Parents' Association to ensure strong communication in both directions, so that the Parents' Association can support the year group representatives and vice versa.

The year group representatives should provide feedback to teachers, school administration or the Parents' Association on events or other issues of concern on behalf of the class/ year/ groups of children (not individual children - such issues should be dealt with directly between families and teachers).

The year group representative should proactively connect parents of children with Additional Learning Needs to the **Parents' Association support group**, either by signposting the existence of the group or by linking parents directly if they are told this would be helpful.

Social role

Year group representatives will welcome new families to the year group and share information about living in Kathmandu. To supplement the information that comes from TBS, year group representatives will focus on providing social and practical support to new families, by connecting them with services outside TBS and introducing other families.

To this end, the year group representative will organise at least one age-appropriate class/ year group meet-up a year outside school, such as a picnic, lunch in a restaurant, movie or game night etc. In addition, the year group representative should organise one parent-orientated meet up during the year, such as dinner in a restaurant.

Volunteers

The year group representative will encourage parents to volunteer to support activities by the teachers, wider school, Parents' Association or student bodies. They will disseminate requests for information or suggest parents with particular skills to be approached directly.

When available and when relevant, the year group representatives will volunteer or coordinate volunteers to support classroom activities as requested by teachers (for example with preparing or running stalls, attending activities such as forest school or providing knowledge such as for careers day). In addition, year group representatives should support Parents' Association activities when required and available and also help generate volunteers for these activities from their year groups.

What role does NOT include

Year group representatives are not involved in issues with individual children and they must not encourage or support families to circumvent the child's teacher. Individual concerns about a child's education must be dealt with directly by the child's teacher. The year group representative is not responsible for raising concerns about a child with other staff members in the school. General concerns affecting wider groups of children can be brought to the Parents' Association and raised in line with the **Parents' Association Terms of Reference**.

Complaints or problems must be raised with the school according to the school complaints policy when concerning individual children, by the parents involved and not by the year group representative. On request, year group representatives can share relevant policies, procedures or contact details with parents.

Tasks to start the year

Once year group representatives are confirmed in their role by the Parents' Association, they should undertake the following tasks:

- Introduce yourselves to the classroom teachers/ head of KS. Share your contact details, and discuss the role and both sets of expectations.
- Once the teacher has communicated your contact details to new families, those new families will hopefully get in touch with you with their contact details and any immediate needs. These new families should be added to the whatsapp group and class list if they have opted to join, and sent information prepared by the Parents' Association on arriving in Kathmandu.
- Introduce yourself to your year group through the whatsapp group and ensure the whatsapp and class list is up to date. Explain your role using the relevant standard message (**create standard message**) and remind whatsapp group users of the need to be constructive, respectful and appropriate in their use of the group.
- Organise a family activity outside school hours that is age appropriate and in line with group expectations.

Monthly meetings

Year group representatives will meet once a month or as required, as agreed through the year group representative whatsapp group. Meetings can be cancelled/ more frequent depending on time of year/ issues arising. The meetings will be Chaired by the Parents' Association focal point for parent support and follow a standard agenda:

- Feedback/ information from school and Parents' Association that year group representatives needs to know (upcoming voluntary needs, events etc);
- Issues that come from parents and affect the whole school;
- The meeting then splits into 2 groups: primary and secondary to discuss issues arising specific to each group;
- Meetings will be minuted by the Parents' Association secretary and shared with all attendees and the Parents' Association committee.

These meetings will be aligned with other parent meetings as possible, to give parents an opportunity to discuss ideas, thoughts and concerns directly with the year group representatives.