

Parents Committee (PC) members' handbook

Please fill in necessary information in the right column of this table and email it to pc@this.no.

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| PC Members for class | E.g. year 1 |
| PC Members' names | PC member 1 , phone number, email address, your child's name PC member 2 , phone number, email address, your child's name PC member substitute 1 , phone number, email address, your child's name PC member substitute 2 , phone number, email address, your child's name |
| Teachers' names | Teacher 1 Teacher 2 |
| | |

This handbook contains practical information for you as the PC member representing your class. You should keep this handbook updated with relevant information for your class. If you find information of interest that is not included in this handbook, please add this information to the end of the handbook. The handbook format will be updated each year so any feedback is appreciated and should be written down!

Currently you will find the following sections in this handbook:

1. Shortly about the PC
2. A PC member's main tasks
3. Your class list
4. Your feedback to this handbook

Shortly about the PC

Welcome as our new PC member! By accepting to act as a PC member representing your class you are stepping into an exciting school year! You will not only learn every detail about how THIS works, but you will also have the opportunity to meet and know parents from all classes, and work closely with our school administration and teaching staff. Most importantly, you will help our school grow into an even better school! And you will become famous!

During last school year, the PC worked with a variety of school issues: uniform sale, playground fundraising, setting up This&That newsletter, winter party, Halloween, talent show, reflection vests for the SFO assistants, hygiene problems in school toilets (we did not clean them though), traffic and parking problems around the school, hiring of new principal, too much sugar in the school, school web pages, sound equipment, sponsoring music instruments, just to name a few. We did this work in meetings, on mailing lists, through physical labour, in front of the computer etc. But we did it because we know that having our kids in a parent-run school means that parents have to run the school!

So, welcome to the PC, and see you at our first meeting on **Meeting Date and location!**

A PC representative's main tasks

Some of the tasks for a PC rep. are formally decided in bylaws and other laws. Some are taken on by the PC informally each year. Formally, you as a PC member are the link between the parents in your class and the Parents Committee (PC). The PC is the link between the parents and the school. As a PC member you will have duties towards the class and the parents you represent, and duties towards the PC which have to do with the day-to-day activities of the PC. The PC has meetings approximately once a month where we discuss current matters and plan PC activities. PC members should be present in these meetings.

PC member's duties towards the class and the parents

Your main task is to assist the class teachers with planning and coordination of activities involving parents. Some examples of these activities include:

- Parents meetings: Sending invitations etc.
- Planning events for the school year.
- Planning and coordination of longer trips.
- Making sure communication with parents functions well and parents get the information they need.

Other important tasks that should be handled by PC reps include the following:

- Keep continuous contact with the parents in your class and bring their concerns and ideas to the right channels.
- Make sure that the interests of the students and the parents are protected and promoted to the right channels.
- Together with the teachers evaluate what the parents can do to create a good environment in the class.
- Evaluate continuously whether the students should participate in parents meetings.
- Communicate to the parents any decisions taken by the PC, and important discussions from PC meetings.
- Assist the teachers in welcoming new parents to your class.
- Make sure that replacement PC members are elected before you leave, and that new members are informed about their tasks

PC member's duties towards the PC

The PC as the collection of PC members (like you) has a number of important duties. Most importantly, the PC functions as a **two-way link between the parents and the school**. The PC is responsible for protecting and promoting the interests of the parents towards the school boards, school administration and teaching staff. By representing your class in the PC meetings and discussions, you make sure that the interests of the parents in your class are represented in the school's daily operation. It is therefore important that you report back and forth between your class and the PC!

The PC is also responsible for coordinating a number of important activities at the school. These activities are grouped into the following areas:

- Coordination of social activities such as winter party, talent show, international day.
- Coordination of fundraising and developing guidelines for spending of PC funds.
- Improving communication channels between the school and the parents, e.g. the production of our newsletter **This&That**, and work on new web pages.
- Coordination of operational and maintenance activities such as “dugnad” (voluntary school work), helping at the library etc.
- Assisting the school in evaluating and improving the quality of education when possible.

Additionally, the PC is often asked by the school to step in and help in one-time jobs.

The PC is working on a **PC manual** which contains information about practical PC work.

The PC is led by the PC president. PC meetings are called for a week in advance with a clear agenda. Minutes are recorded and approved. The minutes from PC meetings are therefore the main communication means from PC meetings and can be used by PC members to report back to classes and parents.

Your class list

Your teachers should have a list of students and contact information.

Your feedback to this handbook

Please write down what you think was missing or could be improved. Note that we also have a PC manual that has more information about PC work! Ask the PC president or secretary!