



PARENTCouncil

What is the Parent Council?

Upon entering our learning community, Parents automatically become part of the MET's Parent Council (PC). In this role, you have an opportunity each day to be actively involved in your child's learning and development.

Parent involvement is crucial to the health and well-being at every stage of a child's life. Parent engagement strengthens the ties of a child to their learning community, allowing them to improve their performance in school and providing them with the skills necessary to navigate the challenges of growing up in a dynamic and rapidly changing environment.

Parents will elect an Executive Committee to represent their views. The Committee's main objective will be to represent Parents' views and propose to the Head of School suggestions for improvements to the school that will be of direct benefit to our students and the MET's learning community as a whole.



Why is the Parent Council Important?

- > It allows everyone involved in our learning community to work together and support one another - parents, students, teachers, and school staff.
- > Strengthening ties within a learning community makes for engaged learning at school, at home, and improves student's involvement within their community.
- > It ensures that all parents have a say in their children's education by submitting suggestions to the Head of School. It also provides room for parents to express their views and opinions as well as share ideas with one another.
- > It fosters healthy communication. Schools are most effective when they develop positive relationships with parents and the communities they serve.
- > Active participation promotes a sense of belonging to our learning community which boosts a child's self esteem and increases their motivation.
- > Research has proven that parents make a real difference to children's learning.

Parent Council's Responsibilities

> Electing an Executive Committee

1.- President

2.- Vice President

3.- Secretary

4.- Treasurer

5.- Early Years Representative: (PK3 - Kinder)

6.- Elementary School Representative: (1st - 6th grade)

7.- Secondary School Representative: (7th - 10th grade)

8.- Secondary School Representative: (11th - 12th grade)

Roles of the Executive Committee

> President: The President will be responsible for supervising all PC activities and procedures. This person will preside over PC meetings, prepare meeting agendas, work closely with the Treasurer on budget planning, and coordinate the creation of the PC Executive Committee's Policy Handbook. The President will hold monthly meetings with the Head of School as well as the Student Council to discuss ideas and proposals.

> Vice-President:

The Vice-President is the assistant leader of the PC and will preside meetings in the absence of the President. The Vice-President will assist the President in the preparation of budget and agendas and will organize and coordinate the work of Sub-Committees.

> Secretary:

The Secretary keeps the minutes of all PC meetings and decisions, records attendance and reads correspondence. The Secretary will keep track of new business and unfinished business and call results of votes in elections. They will take notes on discussions that may be useful for future meetings and circulate PC communications and announcements.

> Treasurer:

The Treasurer will manage the PC's bank account and is expected to keep accurate records of the Executive Committee's finances. The treasurer will make cost analysis of proposed activities and projects. A financial statement must be prepared for every monthly meeting as well as an annual report of the PC's financial situation.

Class Representatives

Each homeroom teacher at the MET will have a Class Representative (CR), who will be selected on a “first come-first serve” basis, through the link sent by the MET PARENT COUNCIL (MET PC), in the welcome letter at the beginning of every school year.

As a CR you will play a big role in helping your class parents to get to know each other and to get involved with the MET, in order to build a community of parents supporting the whole school.

Your role will be:

- Working alongside the other CR of the same grade, to welcome new families by organizing “Get Together Coffees” as often as you believe is necessary.
- Managing general communications with your parents within the class by building a “Whatsapp Class Group” to post reminders, share specific information related to the class and inform the group about school emergencies when the MET PC calls for its activation. The MET PC will provide each CR with the contact information of their class parents. Please encourage your parents to avoid using the contact list for sale, religious, political, jokes or particular events, such as play dates or birthday parties (CR may help the parents to build a parallel chat room for these purposes). Also, ask your parents whether or not they would like to share their e-mail/phone info with other class parents. Further class information should be sent by e-mail to those parents that don't wish to participate in the “Whatsapp Class Group”.

Class Representatives

- Helping parents by addressing doubts, suggestions or concerns. In those cases, remind your parents to follow the channels of communication set by the school:

- 1) Homeroom Teacher, Special Subject Teacher, Nurse, Chef, Transportation Manager, Accounting Staff
- 2) Principal
- 3) Head of School
- 4) Class Representative. In this case, you will contact your PC Coordinator.

- Collaborating with the MET PC in school wide events and recruiting volunteers.

- Organizing class celebrations and group gifts for the teacher(s). You may suggest to your class the collection in advance of a unique amount per child; which you would split through 2 events: Holiday Celebration, and End of the School Year Celebration. Please note that money collected will be spent in snacks, drinks, and the teacher's gift for each event planned. Ask for confirmation if parents want to participate in this initiative, which, of course, is not mandatory. Celebration/Gift of Teacher's birthdays is up to each class.

- Keeping parents in touch with the MET community, by promoting upcoming events and encouraging them to attend meetings, volunteering time or skills, and so on. However, don't feel you have to remind parents (Parents should still check emails sent out by their homeroom teacher, Class Blogs and MET Weekly).

- Chaperoning Field Trips if your teacher(s) ask for help.

Class Representatives

Once you are appointed:

- Introduce yourself to your homeroom teacher(s). Introduce yourself to the parents in your classroom (MET PC will provide an example of a letter). Create the “Whatsapp Class Group” and/or Phone Tree mentioned above. Organize alongside with the other CR of your grade and the MET PC, the first “Get Together Coffee”.
- The MET PC will meet with the CR every 6 weeks during the school year, before the Principal’s coffee mornings. You are encouraged to attend these meetings in order to share your doubts and suggestions towards the Coffee with the correspondent principal. CR are also asked to summarize the content of the Principal’s coffee mornings in order to share with their class parents.

Joining the Parent Council

Any parent with children currently enrolled in the MET will be eligible to nominate themselves as candidates for the PC's Executive Committee. If you wish to be considered as a candidate, kindly send our Head of School a short bio including your name, the name and ages of your children enrolled as well as the position you will be running for.

This is your opportunity to share with parents a little about yourself and express why you would be the best person for the position.

We look forward to your participation!

