



European School LTD
შპს ევროპული სკოლა

Parent Teacher Association Statute



Review Frequency: Annual

Statute written by: The Division of PR and Marketing

Statute written in: November 2017

Last review date: December, 2018

Sophio Bazadze
Academic Director



2, I. Skhirtladze st.
0177 Tbilisi, Georgia
Tel: (032) 239 59 64
info@europeanschool.ge
www.europeanschool.ge

PARENT-TEACHER ASSOCIATION

The Parent-Teacher Association (PTA) aims to enhance the experiences and welfare of students and parents whilst at the European School. The main objectives of the PTA are to:

- encourage parental involvement in a range of school events
- strengthen the relationships among parents, students, staff, leadership and the board
- facilitate the flow of information between the parents and the European School administration.

The PTA also actively supports the European School community by planning, coordinating and running various social and fundraising events and activities that promote a sense of community at the school, including: the Welcome Party, New Year Charity Market, Family Sports Day, Europe Day, where all families are encouraged to participate.

The PTA is made up of the Director, the PTA Coordinator, the Chairperson-parents of four different PTA Committees-Georgian, IB, AHS, European Kindergarten Committees, program coordinators, and the parent representatives to the PTA Committees. All parents and guardians can be members of the PTA. Class representatives are elected during the first class meetings held in September. In order to efficiently coordinate and carry out PTA projects, a PTA Committee is elected every school year. All parents are welcome to attend monthly PTA meetings, share their ideas and get involved in planning future events. There is no better way to learn about the School, make new friends and contribute at the same time!

REPRESENTATIVE RESPONSIBILITIES

Each class at ES has at least one parent representative at the PTA. Representatives are the primary link between class parents and the school, and should be aware of their responsibility toward the other parents, the teachers, and the school.

1. At least one representative from each class should attend the PTA meetings or find substitutes when unable to participate.
2. Representatives are required to support PTA and school events, such as bake sales or other events sponsored by the PTA, by volunteering or finding volunteers from the class.
3. Representatives should support the class they represent. This may include volunteering for or finding volunteers for field trips, assisting teachers on different occasions, participate in the bake sales, etc.
4. They serve as a link in communicating feedback and information between parents and the PTA. As class representatives, parents may count on them to talk about their concerns and ideas they would like to share with the PTA.

RULES AND REGULATIONS

Art. 1 - **Name and Objectives**

The Parent-Teacher Association of the European School is established in order to promote collaboration between the various constituencies of the School.

Art. 2 - **Members of the Association**

The Association is made up of the Parents of the students enrolled in the school (fathers, mothers or guardians) and of the school staff.

Art. 3 - **Composition of the Association**

The Association is composed of:

- a. The Georgia Program PTA Committee
- b. The IB Programmes PTA Committee
- c. The AHSPTA Committee
- d. The European Kindergarten PTA Committee

Art. 4 - **Election Methods**

- a. Election of class representatives.

Elections take place during the first class meeting called by the Teacher for the presentation of the year's academic program.

Each class must elect at least one representative plus a reserve one (optional), that will act as substitute when the class representative cannot participate in the PTA activities (meetings, bake sales, committees).

A parent can only represent one class.

- b. Election of the Teacher Representatives.

In the PTA there must be a teacher representative of each program of the school (Georgian Program, all three IB Programmes, American High School, European Kindergarten), preferably the coordinator.

Art. 5 - **The PTA Committee and the PTA Coordinator**

The Committee and the class representatives will stay in office until the new elections at the beginning of the school year.

The PTA Coordinator represents the school administration and chairs all meetings of the PTA Committee, as per the association's Rules and Regulations.

The PTA Coordinator is responsible for calling at least 1 monthly meeting of different PTA Committees and for giving written notice containing the agenda at least 2-3 days prior to the date set for the meeting. Communication at ES PTA Committees is bilingual.

The PTA Coordinator prepares the minutes of each meeting and transmits to PTA Director-the school Academic Director within 7 days.

The PTA Chairperson-Parents will assist the PTA Coordinator in the execution of his/her duties and will substitute him/her in case of his/her absence.

PTA EVENTS

Each year the PTA organizes the following events for both students and parents:

- **Welcome Party**- held during first month of the year to welcome new parents to the school
- **New Year Charity Market**- Charity Market held at the end of December for the whole school community, where participants present handcrafts and arrange bake sale in order to raise funds for different beneficiaries
- **Family Sports Day** - an event with fun sports games for the whole family organized to promote healthy lifestyle
- **Europe Day**- held at the first week of May for the whole school community and organized to celebrate cultural diversity presented at ES
- **International Food Day**- an event where students and their parents from different countries present healthy national food
- **Family History Day** – an event where international families share their family histories, cultural backgrounds and traditions.