



Parent Council Regulations (Translation)

- (1) The parent council represents the parents of all children at the school. Its duty is to look after parents' interest in educational objectives, provide parents with access to information and representation, relay the wishes, concerns and recommendations of the parents to the school; and contribute to improving relations inside and outside the school. It is supported and advised by the school and its association. In particular, the parent council is tasked with the following:
1. Promote parent participation in the life and work of the school.
 2. Consider wishes and concerns of individual parents that apply to the school as a whole, and present these to the school.
 - a) The relevant communication flow can found in the attachment „ Communication between Parents and School with Regard to Questions and Concerns “.
 - b) Concerns expressed according to procedure will be discussed in a meeting between the chair of the parent council and the school leadership on a monthly basis.
 - c) The affected classes will be informed of the results of the meeting. In case all classes are affected, the entire parent council will be informed.
 - d) The chair of the parent council can make a request to the School Leadership Team.
 3. Promote understanding among parents of matters concerning school life, teaching methods and educational counseling.
 4. Assist in resolving problems caused by factors outside the school.
 5. Contribute to measures relating to child protection and leisure time, insofar as they affect school life.
 6. Advise on measures that either expand or reduce the school size; or otherwise affect a profound change in the school's operation.
 7. Cooperation with the school development group by the parent council chair.
- (2) The school principal informs the parent council of its rights and duties, as well as of other matters that are relevant to the school, and provides necessary information.

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(3) The parents of all students in each class elect a class representative and a substitute class representative from their midst at the beginning of the school year. These class representatives and substitute representatives together form the school's parent council.

(4) The chair of the parent council is elected by the AGM (annual general meeting of the Swiss Educational Association) as the board's parent representative.

a) The chair of the parent council is not entitled to a vote at the parent council.

b) When a parent council vote results in a tie, the parent council chair casts the deciding vote.

(5) The parent council convenes four times per year. Their first meeting has to take place at least four weeks before the AGM. The minutes of the meetings will be available on the intranet shortly after each meeting.

(6) The parent council's working language is English, but Thai and German can be used when needed.

1 September 2016

These regulations were written by the parent council and presented to the Board by the School Leadership Team on 24.01.2017.

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Communication between Parents and School with Regard to Questions and Concerns – “Speak directly to the person involved“

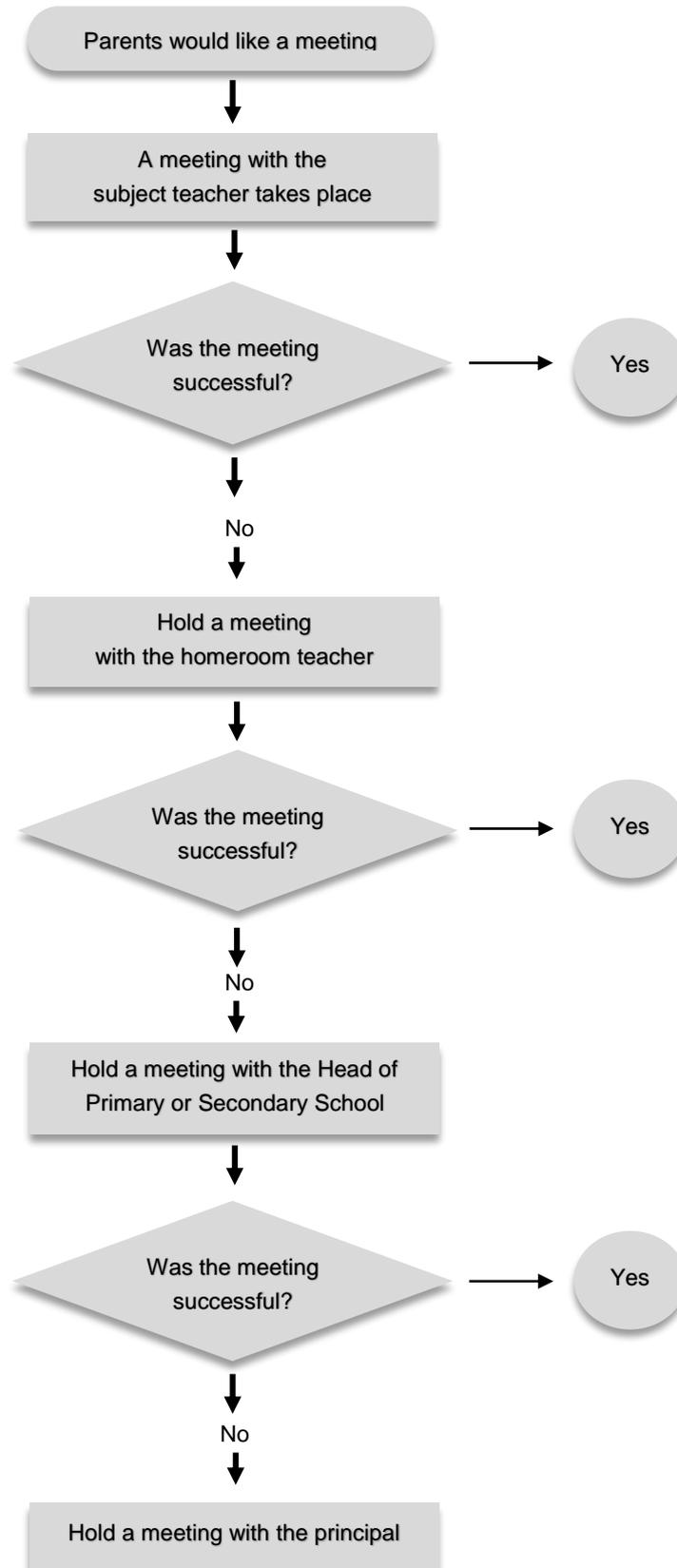
This overview presents the school’s regulations for communication between parents and the school in the case of questions or concerns.

Only when an initial discussion between the parents and the people involved did not lead to an improvement should the next higher level of contact persons get involved. In general, the best outcome for an issue is when all parties involved come to an agreement.

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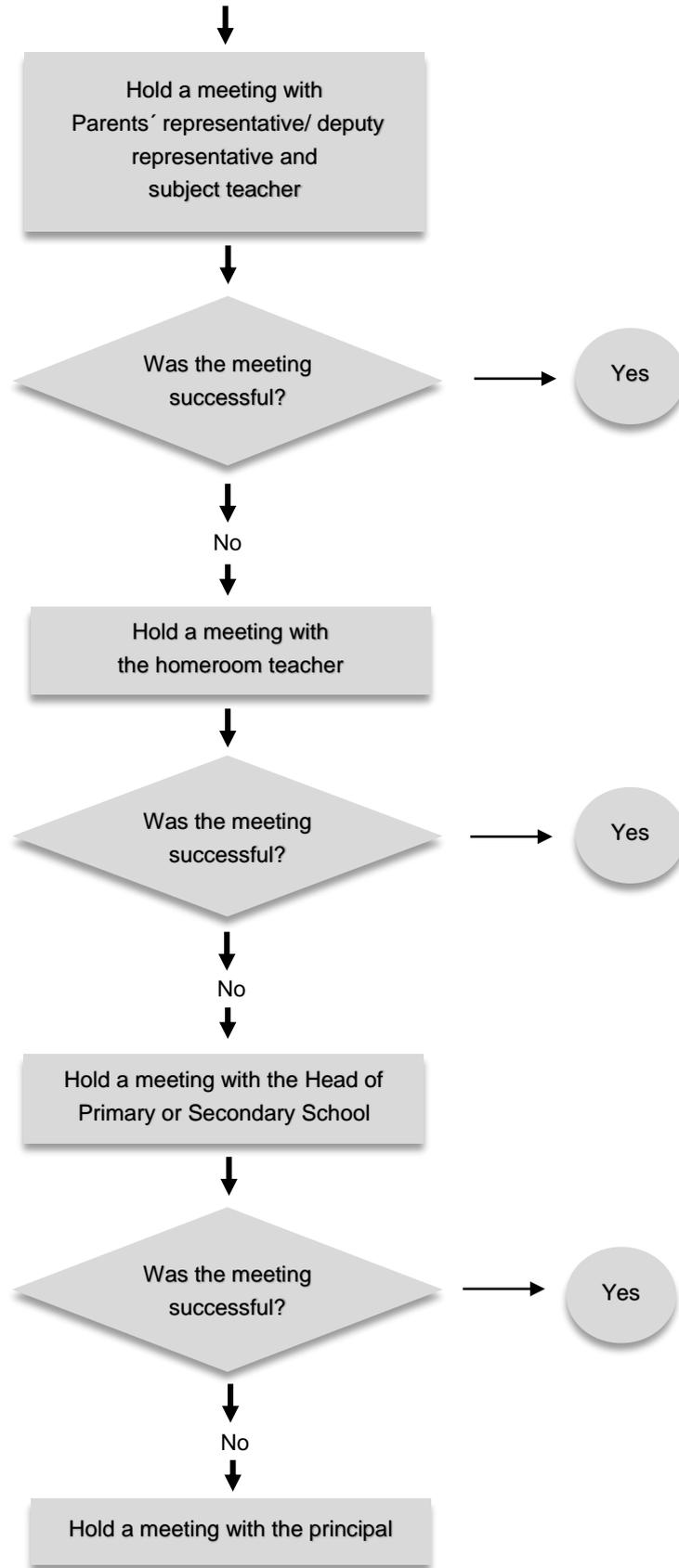
Communication flow with an issue specific to your child



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Communication flow with an issue regarding the whole class



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