
PTA Class Ambassador Guidelines

Thank you for volunteering to be a Class Ambassador (CA), your support and assistance is appreciated by both the Parent Teacher Association Steering Committee (PTASC) and the Kinabalu International School (KIS) teachers. We know that by having you on board, you are able to enrich the experience of your children and their classmates by facilitating communication between school, the PTA, class parents and by assisting with events throughout the year.

These guidelines have been agreed upon together by the PTASC and the KIS Principal. Please note, these guidelines are for both Primary and Secondary CAs but please do ask if you need any support or have any queries throughout the year. We will also have a Class Ambassador meeting to enable you to discuss any issues and lend support and advice to one another.

Class Ambassadors are required to:

- Create a WhatsApp group with parent contact details as supplied by the KIS office
- Forward the messages as drafted and requested by the CA Coordinator or other PTASC member
- Forward messages as drafted and requested by your class teacher/s

It would be appreciated if Class Ambassadors will also:

- Make personal contact with parents from their class who's contact numbers are not supplied by the school and respectfully request if they can be added to the group
- Introduce themselves to new parents and facilitate an introduction to the New Friends of KIS team if this has not already been done
- Arrange termly socials for parents / families of the class
- Arrange gifts for teachers if appropriate

We are here to help you should you need any support or have any questions or comments at any time. Our contact details can be found at the end of this document.

A KIS Class Ambassador will:

◆ **Represent the class on the Class Ambassador network as and when appropriate**

The main method of communication between the CA and the parents is via WhatsApp.

Your year group may have an existing group, please ask the previous CA to change the administrator of the group to you. If there was no CA for the class in the preceding year, you will need to setup a 'Group' on WhatsApp for your year. PTA Class Ambassador Guidelines.

Please ensure that your WhatsApp group contains the most relevant and up to date class details and parent contact information.

"At Kinabalu International School we are dedicated to providing an excellent education in a caring, respectful environment, challenging students to achieve their full potential as successful world citizens"

The KIS school administration office provides CAs with class lists. This includes students and parents names, parents telephone numbers, and or email addresses. The details on the class list will only include the information that parents have agreed to share.

Please respect that some parents do not want their details to be made available to others.

Please introduce yourself to the parents in your class year group via WhatsApp. CAs are encouraged to include some guidelines in their introduction message, such as the appropriate times that parents should send messages to other parents on the group, that messages / information should only be relevant to KIS etc.

The class teacher or form tutor may ask you to send out reminders to the parents, such as: 'Please remember that swimming is cancelled tomorrow.'

The CA coordinator will send various messages to the PTA CA WhatsApp group, the CAs then forward a copy of the message to their class parents / guardians.

It is also a useful forum for other parents to ask questions about school activities. All parents are actively encouraged to participate in the messaging group. Please note that it is to be used for matters relating to KIS only.

The PTASC will not send out any messages to the CA network before 7am or after 9pm unless it is of the utmost importance. The CAs must also adhere to these times and respect that parents will not want to receive messages outside of these hours.

◆ **Support and facilitate liaison between the PTA and the parent community**

The PTA relies on parent's support to help the school run successful events such as Book Week, school productions and Sports Day. The PTASC and teachers may ask you to try to enlist the help of the other parents in the class and to coordinate their involvement to assist with these events.

The PTASC will setup a PTA CA group that will be made up of all the KIS CAs.

The CA Coordinator, or a member of the PTASC will send you a message via the WhatsApp CA group before these events take place and will request that the CAs then forward the message to the members in your WhatsApp year group. The PTA will also send you a weekly reminder of forthcoming school events to send out to the parents.

These messages are important, and you are respectfully asked to forward all messages that are intended for the members of your class year CA group.

◆ **Support liaison between the class teacher and the class parents**

Please ensure that the class teacher is aware that you are the CA and that they can keep in regular contact with you. This may be via email, in person or via text message (only if the teacher wishes to use the last option.)

Each teacher will differ in how they prefer to communicate with the year group CA and the help that they require from the CA. Please chat to your class teacher / form tutor and find out how best to assist them during the year.

◆ **Assist your teacher to source any specific parent support, skills or expertise as necessary**

Some teachers may want you to assist in sourcing specific parental support e.g. helping on field trips, cooking sessions, reading etc. The teacher may also require you to co-ordinate things such as food

for a Christmas party etc. Parents may also want to offer their skills in helping with making costumes for productions or coming into give talks on specific topics.

◆ **Arrange coffee mornings and or social events for your class parents / students**

CA's are encouraged to organise a regular 'Year Group' get together by inviting parents to meet at a coffee shop or restaurant. This will enable them to get to know each other, discuss activities and ask any questions they may have.

Please ensure that new parents and parents who speak English as a second language are made to feel welcome to attend and are included in discussions during the social event.

◆ **Welcome new parents into the class parent group and coordinate support and guidance during a family's first months in KIS and KK**

The PTA has created a 'New Friends of KIS' group that welcomes all new parents in to the school. They provide them with a welcome pack, invite them to termly new parents coffee mornings to meet other new parents and help them with any questions they may have.

Class Ambassadors are also asked to help co-ordinate with the teacher/school to welcome the families of new students coming in to the class throughout the year. The KIS Admissions Officer will forward new student information to the CA Coordinator who will forward it on to the relevant CA. Please remember to update your WhatsApp year group contact list.

If you have the time it would be much appreciated if Class Ambassadors can offer any ongoing support and guidance to new families to help them become familiar with KIS and Kota Kinabalu in the first few months.

◆ **Assist the PTASC in developing 'Nationality Support Groups'**

This new initiative is a support service for new parents from abroad who do not speak English or a local language.

We aim to identify Korean/Chinese/French/Indian speaking 'contact parents' to help new families settle into KIS and KK.

The PTASC hopes to develop a welcome package, a support network and a system to ensure that those with developing English skills understand school and PTA communications.

◆ **Act as Point Person for the class parent body in the KIS Telephone Cascade**

This is currently in the process of being developed.

◆ **Issues**

Please note that your role is not to deal with any problems or issues that parents might have with school or their children's education.

We advise you to refer parents to their child's class teacher / form tutor, Head of Primary/Secondary School or the Principal.

◆ **Gifts**

During the school year some parents may wish to present their class teacher / teaching assistants / form tutors / specialist subject teachers etc. with gifts at different times of the year (for example: teachers day, Christmas or end of year). Please do not feel any obligation as a Class Ambassador to arrange gifts, this is a personal choice and is not expected.

Should you choose to arrange gift/s please discuss what gift you have in mind with your class parents and the budget you are considering. Monies can be collected from parents who would like to contribute. Please be aware that there may be parents who do not want to contribute to class gifts; always ensure it is understood that it is optional.

◆ Key Stage Representatives

A CA per Key Stage (EYFS: F1, F2, Key Stage 1: Y1 & Y2, Key Stage 2: Y3P6, Key Stage 3: Y7PY9, Key Stage 4: Y10 & Y11 and Sixth Form Y12 & Y13) will be asked to volunteer as a CA Key Stage Representative.

The CA Key Stage Representative will act as a liaison between the CAs of their Key Stage, the parents of their Key Stage and the Head of Primary / Secondary School. They will be a communication liaison between the Key Stage CAs, Key Stage parents and the Head of Primary / Secondary.

A half termly meeting will be held between the KIS Head of Primary / Secondary and the CA Key Stage Representative. The meeting date and time will be agreed upon with a minimum of a weeks notice between all parties and the CA Coordinator will be cc'd. An agenda will be agreed upon and distributed to all parties (including the PTA CA Coordinator and PTA Chairperson) at least two days in advance of the meeting date. Within 7 days after the meeting, the Head of Primary / Secondary will draft minutes of the meeting and distribute them to the CA Key Stage Representative, CA Coordinator, PTA Chairperson and KIS Principal.

If there are any issues relating to the school (i.e. those that do not relate to your child or the PTASC) please do bring them to the attention of your Key Stage Representative should you wish for them to be made known to the Head of Primary / Secondary.

◆ Communication

PTASC: The PTASC CA Coordinator will create a Class Ambassador WhatsApp group. Messages to be sent via the CAs will be drafted by the CA Coordinator and the CA Coordinator will request, via the CA WhatsApp group that CAs forward these messages to their classes.

Class Teachers: If a teacher wishes for the CA to share information with the class parents, it is advised that the teacher drafts the message and forwards it to the Class CA via text message / WhatsApp message. This is requested to ensure that the correct information is shared.

School: If the school requires a message to be sent to multiple classes then the Head of School / Key Stage must draft the message they wish to be shared and inform the CA Coordinator for which classes / year groups the message should be sent to. Only the CA Coordinator may forward messages to multiple classes and not the Key Stage Representatives.

◆ Photographs

We understand that there will be occasions where we are in school, on a field trip or at a FOBISIA event and we will be taking photographs of the students and these are sometimes shared on the Class WhatsApp groups. At Kinabalu International School we take the safety and well being of all of our children very seriously. Many of our parents do not like people outside of their families and close friends taking photographs of their children. We respectfully ask that if you do have photographs with children, other than your own, that you do not share them with your contacts outside of the Class WhatsApp group.

Thank you again for becoming a Class Ambassador; you really are contributing a great deal to ensuring a welcoming and involved school community. If you have any questions or concerns, please don't hesitate to contact a member of the PTASC: pta@kis.edu.my