

WHAT IS THE UWCM PSG?

The Parent Support Group (PSG) is an organization of parents whose children attend the UWCM. Every parent is automatically a member of the PSG which is run by a board of elected parents.

Its objective is to support the school community made up of students, parents and faculty. The PSG supports the school community in several complementary ways:

1. We concentrate on the special needs of the school, by providing year representatives to assist with/arrange help for classroom activities such as: class parties, field trip chaperones, hands on help for special projects, etc. We will also recruit volunteers to help on different workgroups or committees to support the library, assist with sports events, coordinate after school activities, organize social and fundraising activities, and much more.
2. The PSG will assist the school by providing support to new families through a welcome programme. Information coffee mornings will be arranged and the PSG will also organize social events for students and families. **These events are usually run by a separate workgroup committee within the PSG and volunteers are always needed and welcome!**
3. The PSG will try to offer a forum for communication among parents, the school administration and the *Medezeggenschapsraad* (MR, i.e. the school's participation council) by arranging, if needed, open forum meetings, a regular newsletter, and maintaining the PSG website.

The contact details of the PSG board members are as follows:-

	PSG Chair	
	PSG (Primary) Vice-Chair	
	PSG (Secondary) Vice-Chair	
	PSG Secretary	
	PSG Treasurer	

PSG & School events which are already planned this term are...

New Parents Welcome coffee Morning	Wednesday 8th September from 08.30
PSG Welcome Coffee Morning	Friday 10th September from 08:30
Welcome Picnic	Sunday 26th September

Please watch out for more details of upcoming events, and *remember*.....

WE NEED YOU!

If you can help in any way, large or small, please let us know!



PSG Chairperson Role:

The Chairperson will:

- Post agendas for all meetings to Board members.
- Report PSG issues/activities to management/MR where necessary .
- Chair all meetings.
- Ensure he/she is aware of all activities of workgroups/committees prior to meetings.

AND

- All board members are expected to be available during the day
- Working closely with other Board members, the purpose of the PSG Board is to bridge communication among the parents, school management, committees, and others.
- Attendance at PSG/School meetings and Events

PSG (Primary) Vice-chairperson Role:

The Vice-chairperson will:

- Be the right hand of the Chairperson.
- Chair all meetings in the absence of the Chairperson.
- Co-ordinate primary school workgroup committees/co-ordinators.
- Co-ordinate primary school year reps / communication/welcome committee.
- Assist primary school management in information gathering for parent directory.
- Assist in development of UWCM behaviour and safety policy.

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PSG (Secondary) Vice-chairperson Role:

The Vice-chairperson will:

- Be the right hand of the Chairperson.
- Chair all meetings in the absence of the Chairperson.
- Co-ordinate secondary school workgroup committees/co-ordinators.
- Co-ordinate secondary school year reps / communication/welcome committee.
- Assist secondary school management in information gathering for parent directory.
- Assist in development of UWCM behaviour and safety policy.

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PSG Secretary Role:

MINUTES

- Each PSG meeting, keeping Minutes in clear, concise English.
- Distributing Minutes to all Board members and Heads of School.

NEWSLETTER

- Compiling PSG Newsletters together with committee - approx 2 per term. Liaising with all relevant parties to gain appropriate, accurate content.
- Distribution of Newsletter to all families via:
 - Notice Board
 - Thursday package (digital copy to Catherine & Esther)
 - Website: send digital copy to Teacher Peter and to Richard Hine to upload to website. Responsible to check that it is posted.

OTHER

- Monitoring school calendar to ensure complete, accurate data. Any anomalies to be confirmed and adjusted.
- Updating any PSG documents, distributing as necessary and posting to PSG notice boards.

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PSG Treasurer Role:

The Treasurer will:

- Receive money from the school management and deposit in the PSG bank account or petty cash.
- Pay expenses approved by PSG Board.
- Attend meetings with third parties relating to financial transactions.
- Present financial interim reports at PSG meetings.
- Make annual financial statements.
- Co-ordinate with fund-raising and social committees.
- Provide full financial records for independent audit.

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Year Representatives

In order to keep consistency throughout, here is a summary of Year Rep responsibilities although these may differ between primary and secondary school. Please remember that the PSG is here to support you.

Duties

- Member of Welcome Committee.
- Organise coffee mornings or get together for parents of the class. This is a nice way for everyone to meet informally and can help new parents to settle in.
- Co-ordinate parent volunteers for the class (together with teacher)
- Welcome new parents to the class.
- Discuss specific responsibilities with class teacher
- Coordinate / Report relevant information to the Vice Chair.
- Direct Parent enquiry to appropriate individuals.
- Keep parents informed of any important "Class News or Activities."
- Help the Yearbook team by collecting art material/pictures from your class and point out picture opportunities (see schedule of yearbook team).
- Organise end of year party/thank you present for teacher(s) (primary school). This can be a book with drawings from all the children, a basket with little gifts from the children, a framed picture of the class, a decorated T-shirt, a big bunch of flowers ... (Remember to keep it a surprise!)
- Inform PSG of any problems, concerns or great ideas.