

#  **Cargenbridge Parents Association**

# **PARENTAL INVOLVEMENT**

# **Introduction**

# This paper has been written to outline the ways that the Cargenbridge Parents Association encourages parental involvement, how you can participate and help the school give the pupils the best learning experience that we can. (The school includes the nursery)

# It also identifies some of the different ways you can be involved, while at the same time understands that not everyone has the time to be involved in everything.

# It is also hoped that you can consider helping fill the two vacancies for role bearers in the association which are chairperson and company secretary.

# **Cargenbridge Parents Association**

# The main role and duties can be summarized as follows:

# Provide a link for parents and the school.

# Provide parents with information and feedback to the school and education authority.

# Discuss and have an input in school policies ie. Bullying, homework, school uniform etc.

# Help set up and encourage after school events.

# React to school inspection reports and monitor recommendations.

# Be involved with recruitment of new head teachers and senior staff.

# Fundraising and distribution of funds. Xmas Fayre etc.

# Traffic Management issues.

# When needed assist with PVG registrations.

# Be open and inclusive to all parents.

# The parents association has regular meetings which are recorded in a minute, the minutes are then made available to all parents. The meetings can sometimes seem a bit formal, which is not the intention and should not put anyone off from being involved.

# In the future it is hoped that there will an Annual General Meeting in September to appoint office bearers and members, then a further four meetings in November, January, March and May with all meetings arranged after school hours. This hopefully will mean attendance is not too onerous for parents, with effectively only five meetings per year.

# **Event Helpers**

# We would like to introduce a register of parents we can call upon, to assist with events such as the Xmas Fayre, Summer Fete and Year End Barbecue. To make these events successful, we do need to ask people to help with tombolas, raffles, stalls and food sales.

# We recognize, not everyone can help, but our experience is that the more people getting involved, generally means a more successful event. The work is shared out, reducing the stress factor for everyone involved.

# Informal meetings will be held to coordinate each event and identify the duties for each helper.

# **Classroom Parent Helpers and School Trips**

# Every year, the school asks for parents to help in the classroom a few hours per week and assist the teachers in class and with class trips. These are during school and nursery hours, but please offer your help if you can. You will enjoy helping and it will give you an opportunity to find out more about your child’s learning experience in the classroom and give valuable assistance to the teaching staff.

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# **After School Activities and Clubs**

# Country Dancing

# Netball

# Gymnastics

# Construction

# Choir

# Football

# Computer

# Poetry Club

# The above clubs are run after school hours and anyone with a particular interest or skill is, once again asked to come forward. These clubs cannot operate without your help and are essential to help pupil development.

# **Support Events**

# Above are some of the ways parents can support the school and attending events is equally important. Some events are an opportunity to meet socially and some may be to fundraise for CPA funds. All the events organised by the CPA will give you the opportunity to meet the other parents in an informal environment, make friends and have fun.

# As stated above the Parents Association has two vacancies which we would like to be filled at the meeting on Monday 30 January 2017 and ask you to put yourself forward, if you are interested and have the time and enthusiasm to contribute.

# **Chairperson**

# The chairperson must be a parent of a child at the school and some of the duties include :

# Chairing the CPA meetings estimated at five per year.

# Approve papers and agendas to be distributed.

# Attend school functions where possible and represent parents.

# Liaise with Head Teacher and staff where appropriate.

# Be visible and approachable to all parents.

# Be an ambassador for the school.

# **Company Secretary**

# It is preferred that the company secretary is a parent of a pupil at the school, although we can buy in these services and some of the duties include:

# Taking minutes of meetings

# Writing up minutes, getting approval and distributing to parents.

# Liaise with Chairperson to set agenda and distribute to members

# Get reports for meeting ie Head Teachers Report, Treasures Report

# Book venues, get licenses for events, write letters and create flyers etc.

# Carry out ad hoc duties.

# It is fair to say that the Company Secretary role can be the more time consuming of the two, but please do not let this put you off, as we may be able to share the duties or split the post.

# Finally, The Parents Association would like thank you for your continued support and the time you give on a voluntary basis, this helps give the school its unique identity , making it special to us all.