

# Parents' *Communication Guide*



KS2

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# Introduction



The school works to keep our community well informed of the events surrounding Haileybury and our children. *Class Teachers* are your main line of communication and they play a central role in your child's school life.

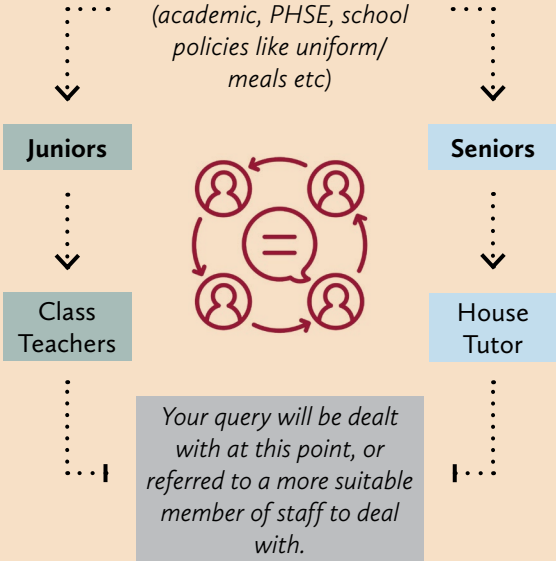
- They know your child well.
- If necessary, they will be able to direct you to the correct person to satisfy any query or concern.
- The progress of each pupil at the school is carefully monitored by them.
- They serve as an important link person between school and home, looking after the overall welfare of your child/ren.

At Haileybury we value the contribution parents can make to the school and we want your time as a parent to be as rewarding for you as it is for your child. To this end we have established a formal Parents' Association, known as Haileybury Parents' Association (HPA). This is a clearly defined structure, governed by its own constitution, which exists simply to provide valuable social interaction for parents. It is run by parents, for parents, and is supported by the staff. The HPA offers a wonderful way to meet other parents, support each other and our staff, and to contribute in creating the best possible environment for our children.

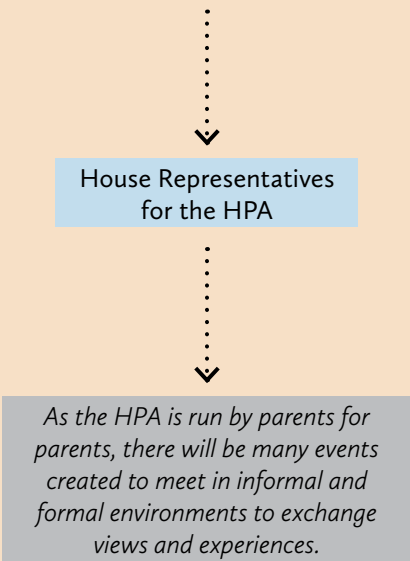
# Lines of Communication



**Queries or concerns about your child**  
(academic, PHSE, school policies like uniform/ meals etc)



**Social Events for Parents**



# The HPA in Kazakhstan

## Vision and Function

Our parents are recognised as key stakeholders in the School's life, and thus the HPA is a formal body organised and run *by* parents, *for* parents. Its primary goal is to make your tenure here as parents as enjoyable as possible and to work seamlessly with the School to organise events from dinners to quiz nights and coffee mornings to charity events. This is not a fund-raising body for the school, and any charges to parents will simply be to cover expenses of the more extravagant events. The HPA is governed by its own constitution.

## The Committee

At the start of each academic year, any parent wishing to put themselves forward as a committee representative should approach either an existing rep, or their House Master/Mistress (Hm). Final agreement on Rep selection will be by the Hm to ensure a cross section across all school years. All selected Reps agree to serve the HPA committee under a code of conduct.

## Code of Conduct

- I understand that my role on the HPA is to support all parents and I agree that I will not raise issues about my own child at these meetings and will seek out staff about my child at an alternative time.
- I agree to act as a role model for other parents and help show them how things work at Haileybury. If any parent has issues or concerns about any school matter, I will direct them to their Class Teacher or the appropriate staff member to discuss.
- I agree that I will support and help the school and when appropriate, post positive messages on social media. When I have any concerns, I will seek to meet school staff to help me to solve any issues and I will encourage others to do this too.
- I understand that the HPA exists to enhance the social experiences of parents and I will fully participate in devising and organising relevant social events.



## Meetings

Formal committee meetings are held once a term, with an Annual General Meeting (AGM) at the end of the school year to disclose financials for the year, to say goodbye to serving reps, to welcome new reps and to elect the Chair, Treasurer and Secretary, if necessary.

## Type of events

Small events such as coffee mornings or supper evenings can be organised by reps purely for their own Class or House, in liaison with the Class Teacher or Hm. Larger events involving the whole school can be organised by the main committee and organised via a sub-committee. These can be annual or biennial events such as formal dinners around themes or Grand Balls. Reps can work with the Hms to support the chosen House charities. The HPA may also host an informal drinks evening, annually for staff.

## Funding

The school will make a small contribution per parent each term, to fund activities through the year.

# Kazakhstan HPA

## Constitution

The Haileybury Parents' Association (HPA) is formed in recognition of the emerging role that parents play in the modern independent school. The full constitution is detailed below:

### Aim

To enhance the parent experience and to engage in activities that support the School, with particular focus on social events involving parents, to which pupils and staff are welcome.

### Membership

Membership is available to all parents of pupils currently in the School. Apart from the Staff Representative; teaching staff, pastoral staff, administrators, and pupils are not actually members, but can be invited to attend meetings where appropriate.

### Finances

Whilst the HPA is not established as a fund raising organisation, it requires monies to support its activities. Any surplus funds generated will be used to fund projects that benefit the whole school and its houses. The school makes a small donation for each parent every term. This helps to fund activities and administration and to cover the shortfall arising from the events it organises.

Committee

The Committee of the HPA shall be comprised as follows:

- A Junior school and Senior school Representative from each House. Parents are selected/invited by Housemasters/Mistresses (Hms).
- Staff Representative; a senior member of staff selected by the School.
- The Committee shall have three Officers who are elected at the AGM; All officers may be elected from parents who are willing yet are not necessarily House Representatives.

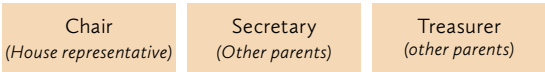
The Committee shall have the power to:

- Co-opt any member of HPA for a specific task.
- Appoint sub-committees.
- Organise and run functions on behalf of HPA.
- Receive and make any disbursement on behalf of HPA.

The committee shall meet once a term with discretionary sub-committee meetings where appropriate. Quorum at Committee meetings is 6 and votes are by majority with the Chair having a casting vote.

HPA Committee

Three Officers



Parent Representatives



House Representatives have a tenure (at the discretion of the Hm) for a maximum of 3 years. This limit on tenure will not apply in the first six years of HPA's life to ensure a degree of continuity on the Committee. The aim is that approximately one third of the Committee will retire each year.

The Chair will serve a maximum term of two years. The offices of Secretary and Treasurer, which are elected at the AGM, will have no limit on their tenure.

Others may attend Committee meetings at the invitation of the Committee (for example an HM or other member of staff).



*The Committee  
will not interfere  
in or comment  
on school policy  
decisions.*

Minimum notice for a Committee meeting is 14 days.

The Committee will not interfere in or comment on school policy decisions.

### **Annual General Meeting (AGM)**

An AGM will be held annually on a date to be fixed by the HPA Committee. The AGM will elect the Officers and review accounts. Each family has one vote and the Chairman holds a casting vote.

Alterations to the HPA Constitution can only be made by resolution at either an AGM or a specially convened general meeting.

Minimum notice of an AGM or special general meeting is 14 days.

# FAQs



## *How do I become a member of the HPA committee?*

If you are interested in becoming a House rep, you simply put yourself forward to your Hm. The Hm will then invite two parents (one with a junior school child and one with a senior school child) to represent the House.

## *How much time is involved in being a committee member?*

The committee meets once a term as a whole body. Other than this you will organise a couple of House events each year with your fellow rep. You can participate further on the organisation of larger, whole school events, if you wish but you can decide on this at the time and as you feel your own time commitments permit.

## *Do I need any particular skills to be a committee member?*

You just need to be willing and able! If you wish to stand as treasurer, you may want some basic bookkeeping skills.

## *How does the HPA pay for events for parents?*

The school contributes a small sum per parent each term, to fund activities through the year.

## *Does the HPA raise funds for school projects?*

No! This is not a fund-raising organisation, it is simply a group formed to enhance parents' experiences while their child is being educated at the school. If there are any surplus funds at the end of the year, the HPA can donate gifts back to the school for the enjoyment of all.

## *What kind of events are organised?*

House reps can organise House events such as coffee mornings, casual dinners, quiz nights etc. The whole committee may choose to organise one or two larger events for all parents in the school, such as a black-tie dinner, a ball, a summer BBQ and suchlike.

## *Are our children invited to the events?*

The idea of the HPA is for the social interaction of parents and guardians. The school itself will offer many other opportunities for events that include the children.



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*Find us on  
Social Media*



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HaileyburyAstana

# Contact Details

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*Haileybury UK*

