

HANDBOOK FOR CLASS REPRESENTATIVES AND FAU- REPRESENTATIVES AT MANGLERUD SCHOOL, INTERNATIONAL CLASSES

CLASS REPRESENTATIVES

Two representatives are selected for each class. These are chosen at the beginning of the school year for the duration of one year. Parents volunteer. If more than two parents volunteer a vote can be held by the previous year's class representative. Representatives are selected during the "Back to School Night" event held by staff.

At Manglerud International Classes, Parent representatives are expected to participate in 6 meetings with MIC leadership throughout the year to support community building and outreach as well as contribute to the continued development of the IB Programmes with the following mandated Standards and Practices in mind:

- Purpose 3.1: The school ensures that the school community is aware of the IB learner profile and is committed to international-mindedness and its importance in embodying the IB mission. (0101-03-0100)
- Leadership 4.4: The school ensures that students and legal guardians are informed of the general characteristics of relevant programme(s) and how the school implements them. (0201-04-0400)
- Student support 5: The school builds relationships with the wider community that are a source of wisdom and expertise to strengthen the implementation of its IB programme(s). (0202-05)
- Student support 5.1: The school identifies and uses a variety of human, virtual and physical resources in the wider community that aid and extend student learning. (0202-05-0100)
- Student support 5.2: The school provides meaningful opportunities for legal guardians to contribute to the development and support of its programme(s). (0202-05-0200)
- Coherent curriculum 3.1: The school informs the school community of ongoing developments in the programme(s) and incorporates these into curriculum development. (0401-03-0100)

Parent Representatives provide feedback on developments, policies, routines and practices. Meeting minutes are taken which are part of the school's documentation that the standards and practices are upheld.

PARENT MEETINGS

Class representatives invite parents to a class meeting in collaboration with the contact teacher. It is usual to have two meetings a year- one in the fall and one in the spring. Agenda for the meeting is coordinated with the contact teacher and may include such topics as:

Social events outside of school:

- Birthday: what are the rules and who should be invited? Are their rules for gifts or gift giving? Should children with birthdays close in proximity host together?
- Other events: is there a wish to have other social gatherings amongst students and parents aside?
- How do we resolve conflicts that occur between our children? How can we support the school? Are there any conflicts that are happening between students outside of school that they bring to school?

Social and class environment

- Information from teacher and discussion around ways in which parents can support students from home

Information from FAU and the work they do in across year groups and the need for parent involvement in events/programs (natteravn/night watch, school garden, SMU, etc)

WINTER AND SUMMER GATHERINGS/PARTIES

Class Representatives organize a class party/event in conjunction with the contact teacher. Normally, the contact teacher will reserve a space (aula, school garden) and may organize for the students to present or organize the

entertainment (a song, a game, a presentation of learning, etc). Class representatives take responsibility for providing and serving food and drinks, any raffle sales or gifts for staff.

COMMUNITY BUILDING IN CLASS

Class Representatives support community building within a class. These may include

- Friendship groups: contact teacher divides the class into groups which then visit each other's homes or meet in a free public venue (a park, etc)
- Barbecuing in the park
- Joint sledding, skiing or bumboarding / Swimming in the spring and summer
- Game night with board games
- Bowling
- Etc.

Friendship groups are recommended in the first four years so that students and parents get better acquainted. When planning an event for students, perhaps plan to have the last 30 minutes be join coffee/tea time for parents. Parent only get togethers are also encouraged, or Mom's or Dad's night out are also some ideas to foster community building. It is important that class representatives are not solely responsible for events and that work is divided amongst the parents in a class. A suggestion might be to divide the class in half so that half the parents can focus on events in the winter and the other half in the summer.

SOCIAL MEDIA GROUP: FACEBOOK OR WHATSAPP

Setting up a social media group on Facebook or Whatsapp can be a good way to ensure communication amongst all parents and can be used to plan events and share concerns and tips and tricks for being in Norway, or dealing with an unruly teenager.

"KLASSEKASSE" OR CLASS COLLECTION

Representatives take on the responsibility for the account or collection. It is common that a representative uses their personal bank account, but that both representatives keep an accounting log of expenses. Money is collected by parents via students sales, raffles, service work (dog walking, baby sitting, etc), or can be done by supporting via "book-a-thons" etc. No money should be requested from each parent. (As in parents cannot all give 100NOK for a party or class trip, teacher gift- or if so, it is only voluntary and not required). Money should be used for community building events. It is also customary that the collection covers the expense of the bus for the 7th grade camping trip. Usually a bus is 12000 per class.

IB SPECIFIC EVENTS

United Nations Day (October)

As a custom parents help to coordinate the United Nations Day evening program. They get parents to help set up booths with items representing different countries and cultures and help to prepare food.

Staff Appreciation Day (May)

In May parent representatives gather volunteers to bring a dish or two from the class to contribute to a staff lunch. Select parents can also help set up and clean up.

IB Evaluation Visits

Class representatives help to find volunteers who are willing to participate in a panel discussion with representatives for the IBO to review the implementation of the PYP and MYP programs. Every 4 years an evaluation takes place.

PRIMARY YEARS 1-6

Graduation in PYP 6

As a custom parents help to coordinate the graduation event and party/dance for students in PYP 6 at the end of the year in June. The Aula is booked yearly for this event. Food and drinks are provided by the parents, as well as money from the class collection can be used for decorations, or additional cutlery, etc.

17. mai in Year 4

Parents in year 4 in conjunction with FAU help to coordinate the 17th of May events that occur at the school for all ages and classes. FAU have a yearly plan that I followed, and parents see to it that responsibilities are shared. These may include, baking, making coffee, manning booths or running games, etc.

MIDDLE YEARS 7-10

School Trip Year 10 (with Aktive Fresdreiser or other similar provider)

It is suggested that as early as year 8 students and parents begin planning for the Year 10 class trip. A meeting should be set up in the fall of year 8 to discuss possibilities and to select a committee that plans over the years. The committee should have at least 2 parents, who also have a separate account just for collection towards the trip. Students should raise money for this trip over the consecutive years. Collection is done as a whole for the class, and students are not held responsible individually for financing their own place on the trip. This means that opportunities must be created for students to engage in service (dugnad) with an understanding that regardless of their participation they will be able to attend, given that the class as a whole can meet the budget. Parents may not gift money to the cause either.

A good practice has also been to include two students in the committee, who help to suggest a plan for activities that can be completed to collect money.

Class parties or events

Joint parties, or outing /day trip for the whole of a class are recommended. Class Representatives can help to motivate volunteers to plan such events, at least once a year.

Graduation in Year 10 or school dance

A joint graduation for year 10 is held and arranged by parents. A committee can be organized. The school books the venue (aula or garden). Parents help to provide food and decorations. Students or parents can DJ.

Grants for classes from FAU

At the start of year 8, each class receives a grant to kick start their funds from the FAU.

FAU REPRESENTATIVE- for all of Manglerud school

All parents who have children in the school are part of the school's parent association. The Foreldrerådet (Parent Association) chooses a head who represents the parents at the school (FAU). FAU should contribute to the well-being of all students at the school and the continued collaboration between school and home. Each class elects a FAU representative, and a substitute who attends larger meetings pertaining to all of Manglerud school and reports back to parent representatives. They need good working knowledge of Norwegian.

FAU-meeting

FAU-representative shall attend all FAU-meetings that are held at 18.00hrs the first Monday of every month. Representatives are responsible for communicating class concerns and suggestions to the FAU and to share information back to class representatives.

The FAU representative shall participate actively and work on following issues

- School Environment and Pedagogy
- AKS
- How FAU should use their budget
- Night Watch- organizing in conjunction with Høyehall for the Manglerud area
- Social activities and Professional activities/presentations
- Make a handbook for class representatives and FAU representatives
- 17th of May events