

FREQUENTLY ASKED QUESTIONS & ANSWERS ABOUT SUIS PUDONG PARENT SUPPORT GROUP (“PSG”)

QUESTION	ANSWER
1. What is PSG?	PSG is a voluntary organization of Parents who have children at SUIS Pudong International School and who have the common aim of generally improving the welfare of the School community.
2. Who is a member of PSG?	All parents with children in SUIS Pudong International Stream (PR through to Senior School) are automatically members unless they advise that they do not wish to be a member. Being a member does not impose any obligation or liability on a parent.
3. What does it do?	<p>PSG aims to form a continuous dialogue with the School to reflect the parents’ aspirations and concerns and to resolve outstanding concerns. Equally as important, PSG is an opportunity to help you understand the School, be a part of your child’s school life and get to know other parents. Having a PSG is a characteristic of a successful school. It is powerful way to involve parents, encourage them to contribute to the way their School is run.</p> <p>Specifically, PSG’s Mission is to work in close partnership with the Principals, teachers and students of the School to better the welfare of the School community by advising, informing and supporting the School in all areas of operation and to organize community building activities that include families, SUIS teachers and SUIS staff.</p> <p>It does this by</p> <ul style="list-style-type: none">• Representing the views of Parents to the SUIS School management;• Providing a forum for discussion of issues of concern to Parents with the SUIS School management and for the general welfare of the School community;

	<ul style="list-style-type: none"> • Creating opportunities for Parents to become better acquainted with each other and with SUIS; • Organizing occasional social, educational, community and fund-raising activities; • Recruiting parent volunteers to assist the School where appropriate to fulfill PSG Goals.
<p>4. Are there specific examples showing how PSG has achieved Goals?</p>	<p>PSG plays an important role in School life and there are many instances where PSG has improved that life.</p> <p>Air pollution is a constant concern to the entire School community. PSG successfully argued for all classrooms to have air filters.</p> <p>PSG volunteers continue to monitor the School canteen supplier and facilities and report concerns to the School via PSG.</p> <p>PSG members frequently assist the School in its events.</p> <p>The President and Chairs of the committees have established lines of communications with the School to enable speedy resolution of issues.</p> <p>The mere fact that PSG exists enable Parents to speak with a united voice on matters concerning the School.</p>
<p>5. What is the relationship between the SUIS School and the PSG?</p>	<p>PSG has no legal status. However, the School recognizes that it is in everyone's interests to have a strong PSG which can represent parents' views and interests. The School provides meeting facilities for PSG, laisses and co-operates in PSG fund raising, and ensures that the School principals / senior teachers meet with PSGX for direct discussions.</p> <p>PSG believes that this process has resulted in many success stories and win/ win situations for the whole school community.</p>
<p>6. How does PSG work?</p>	<p>PSG has a written constitution which is available on the School website. This was very recently significantly amended to take account of constant developments. These rules set out how PSG is administered. Obviously, there has to be</p>

	some form of management of PSG and this is done via PSGX (the executive committee of PSG).
7. What is "PSGX" and what does it do?	This is the executive committee of PSG. It currently comprises approximately 40 parents. PSGX conducts PSG activities. It meets monthly and manages the affairs of PSG.
8. Who is a member of PSGX?	PSGX comprises Class Representatives, and the offices of President, Vice-President, Secretary, Treasurer and Chair Persons of various standing committees (Curriculum, Canteen, Uniform, Buses, Events) all of whom are also Class Representatives.
9. How do I become a member of PSGX – what do I have to do?	The starting point is to be a Class Representative.
10. What is a Classroom Representative ("CR")?	Classroom Representatives are the key link between parents and PSGX and the School. PSG aims to have 2 representatives for each class (1 English speaker and 1 Chinese speaker). The CR is a parent in that class.
11. What does a CR do? Is it time consuming? Am I expected to attend every meeting of PSGX?	<p>The CR is expected to be the combined voice of the class and listen to the class parents concerns and convey the same to PSGX at the PSGX monthly meetings. The CR should also report to all the class parents on PSGX activities.</p> <p>Attendance at meetings: The main PSGX meeting will be once a month. There are also other committee meetings. It would be ideal to have everyone attend but we all have a hectic life with many commitments. We ask you to attend whenever you can but the true test of an effective Class Representative is what you do for PSG outside of meetings. The Chairs will be asking CRs to help but there is no compulsion.</p> <p>Actively involve other parents: we do expect you to talk with your class parents about PSG, whether face to face or we chat or other and explain that we are far more effective as a united group than as individuals. We will be starting various initiatives from January 2016 onwards term such as a survey of uniform quality - these can only work if we get parents involved.</p>

	<p>Let us have your ideas for a better PSG. No one has a monopoly on good ideas. Tell us your ideas for events, fundraising, better links with all parents, better ways of running PSG.</p> <p>Tell us of parents comments, good or bad, about PSG. We can't improve if we don't take heed of the parents. WE RELY UPON PARENTS TO TELL US ABOUT THEIR CONCERNS, & HELP US WITH IDEAS AND EVENTS.</p>
<p>12. How do I become a Class Representative?</p>	<p>Most classes have one or more CR already in place. Some have vacancies and of course every new year brings classes which initially have no CRs.</p> <p>If you want to be a CR and there are already CRs in place for that Class then you can call for a class election which the Secretary will organize.</p> <p>If there are vacancies (including new classes) then simply volunteer by contacting the Secretary.</p>
<p>13. What are the Standing Committees of PSGX?</p>	<p>PSGX has 5 regular sub committees to handle important activities. These are</p> <ul style="list-style-type: none"> • Education (Primary and Senior Curriculum) • Uniform • Buses • Canteen • Events. <p>A PSGX member is appointed Chair for each and members appointed mostly (but not always) from PSGX members. These committees report to PSGX.</p>
<p>14. What do the Committees do?</p>	<p>They are responsible for achieving PSG goals and objectives in relation to their particular subject matter. This includes meetings with the School representatives. PSGX retains overall control of these committees.</p>
<p>15. What Events does PSG organize?</p>	<p>In addition to assisting in School events, PSG has its own events to promote its goals and to raise funds. These are published through the school</p>

	<p>letter and through the CRs. We hope to organize more events going forwards and several new ideas are being developed, all of which need careful planning and volunteers. We have recently become an associate member of UK Parents Teacher Associations (UK PTA) which is a British registered charity created to assist some 14,000 PTSs in the UK and we are reviewing all its fund raising suggestions to adapt for our particular situation.</p> <p>Ideas from parents are especially welcome.</p>
<p>16. What happens with monies raised by PSG?</p>	<p>To place things in context, the PSG handles some RMB 9, 000 each year raised from events, donations and any accrued yearend balance. It uses this money to fund any activities which meet our goals but which themselves do not raise monies (for example Teachers' Appreciation Day gifts, Volunteers' day). We have very strict financial rules and no PSG member may receive any monies whatsoever for whatever reason. All PSGX members are volunteers and do not receive any money. We hope, going forwards, to raise monies to fund new events such as school prizes for identified activities recommended by the School but which would not otherwise be available.</p>
<p>17. What does the President do and how is she or he elected?</p>	<p>The President is elected by the PSGX on an annual basis – next elections due October 2017. The President is effectively the voice of PSG in communications with the School and oversees all PSG activities, reporting to PSGX.</p>
<p>18. What does the Vice-President do and how is she or he elected?</p>	<p>The VP deputizes for the President where necessary and assists the President. The VP is also elected at the same time as the President.</p>
<p>19. What does the Treasurer do and how is she or he elected?</p>	<p>The Treasurer is responsible for PSG finances and is elected at the same time as the President.</p>
<p>20. What does the Secretary do and how is she or he elected?</p>	<p>The Secretary is responsible for the administration of PSGX, maintaining minutes, data bases and required duties and generally advising PSGX on all legal matters.</p>
<p>21. I want to help PSG but I don't want the responsibility of being a member of PSGX. What can I do?</p>	<p>There are many ways that you can help PSG without being a member of PSGX. You can give your time, your talents, or even just your attendance at PSG events along with your</p>

	<p>children.</p> <p>For example:</p> <ul style="list-style-type: none"> • Pass on your ideas, comments, concerns to your Class Representative; • Do you have a particular expertise that could help PSG with events or activities? You might be good with computers, painting, baking, finance or marketing so why not offer these skills? Perhaps even helping research for events and activities • Do you have access to resources that can assist PSG (for example, do you work for a company that provides tents / marquees for outside activities, or approved inspection certification services or printing services)? • Do you have time to be a volunteer for PSG events, whether helping plan and organize or just staffing a stall for 2 hours? • If all this sounds too much, you could simply attend and support PSG events by buying raffle / lottery tickets or cakes or by donating used toys. • Do you know someone who will sponsor a PSG event or donate prizes?
<p>22. Why are Volunteers so important?</p>	<p>Volunteers play a very important role and are always needed whether to assist the School / PSG with events or to provide expertise on specialized matters or skills. PSG cannot run activities without parent volunteers. This is an ideal opportunity to help the school community on one off occasions without having to commit any further. PSG will call for volunteers when needed.</p>
<p>23. Any other questions?</p>	<p>We hope that this list answers all your questions but if you have any more then please communicate with your CR or any other PSGX member. The PSG site on the School website will have an up-to-date list of all CRs and other PSGX members.</p>
<p>24. What can't PSG do?</p>	<p>PSG has no legal status. All its activities are voluntary. It is therefore important to recognize the practical limitations on just what PSG can achieve.</p>

	<p>By way of example, PSG cannot force school suppliers such as the uniform supplier or canteen supplier to take any particular action. In the case of uniforms, only the individual parent can directly complain and in the worst case take legal action against the supplier for say a defective item of uniform. However, PSG will take general problems up with the School to try and resolve matters by reasonable dialogue.</p> <p>In the case of the canteen facilities and food, it is the School that has the direct contract with the supplier and controls the quality and level of service and provision of food. However, PSG has worked with the School to monitor the canteen services by placing volunteer parents at the canteen at lunchtimes and PSG believes that this has greatly improved the level of services and increased parents' confidence in the level of cleanliness and quality of service.</p> <p>PSG will not become involved in individual cases: the School has its own procedures for this.</p>
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