

Responsibilities of a parents' representative

Reference:

„School Regulations, §3“

„Rules of Procedure for the PRC“

- Relay information from the PRC meetings to the parents of the class you are representing.
- Collect and filter questions, needs and complaints that concern the whole class and communicate them to the relevant school committees according to the Grievance Procedure or organize an individual parent's evening.
- Present topics that might concern the whole school in a PRC meeting to be discussed among the other parents' representatives and to be then communicated to the relevant school committees via the PRC leadership.



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Grievance Procedure

- In case of a problem, speak to the subject teacher first
- only thereafter you may arrange (in order of escalation) an appointment with
 - the Class Teacher
 - the Head of Department
 - the “Stufenleiter” or in Primary School the Head of Primary School
 - the respective Deputies for German or English speaking classes
 - the Principal



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Individual Parents' Evenings

- Parents' representatives have the responsibility to organize individual parents' evenings for their classes in accordance with the class teacher if the need arises.
- Subject teachers and/or members of school management can be invited
- They should take place on Wednesdays
- Class teachers or Schulleitung only invite for parents' evenings if they need to pass on important information: „Information Evenings“

