

K.B. PATIL INTERNATIONAL SCHOOL

CIRCULAR#: KBPIS/PRE/PRI/SEC-001/2019-2020

DATE: June 12, 2019

SUBJECT: PTA General Body Meeting & Elections for Academic Year 2019 – 2020

Dear Parents,

We welcome and invite you to attend the **General Body Meeting of the Parents and Teachers** (Pre-Primary, Primary & Secondary Section) for the new academic year 2019 – 2020 **on Saturday, June 29, 2019** in the respective classroom of your child. The timings will be notified later.

The General Body meeting of the Parents and Teachers will be followed by elections for the PTA representative for each class. Either the father or the mother (Guardians are not allowed) of every child will be required to cast his / her vote to elect a PTA member.

The PTA members are the goodwill ambassadors for the school and are responsible for providing a supportive role to the school when the wider community is involved. The PTA also has the responsibility to identify and promote awareness of safety problems in collaboration with others and to help develop solutions.

STRUCTURE OF THE WORKING COMMITTEE OF THE P.T.A.

1. President - The Head of the School
2. Vice President – Parent (elected by General Body)
3. Two Joint Secretaries - Parents (elected by General Body)
4. Secretary – Teacher
5. One Parent Class Representative from each division (Elected by the parents of that division).
6. One Teacher Representative from each class.

Parents who wish to represent their child's class in the PTA are requested to fill in the attached nomination form and return it by **Monday, June 17, 2019** to the class teachers. Please note that members elected once cannot contest for the next five years. PTA members are required to attend all the meetings regularly.

A mandatory annual PTA membership fee of Rs.50/- per child per class, is payable by the parent to the class teacher on the PTA Election Day i.e. Saturday, June 29, 2019. Parents of sibling students must pay *only* for their older child.

During a crisis, or threat of crisis, school officials take specific, planned steps to keep students safe. We understand that parents and guardians may wish to take their children out of school during these times. Unfortunately, the parents' desire to take their children may create situations that further complicate a crisis.

Some do's and don'ts in any emergency situation are as follows:

- *If you choose to come to school during an emergency, you will not have the kind of access to the school and your child to which you are accustomed.*
- *The presence of crowds of people near the school gate makes it more difficult for the school staff to do their job. Parents who do come to school must carry their Parent I-cards but will have to wait until we are certain the situation is safe for all the students.*
- *Because of the need to maintain order, school staff may not release your child even if you have told your child to leave unescorted. Your child is safer under the supervision of school staff than on his or her own.*
- *During a crisis, school officials take specific, planned steps based on the situation and information available at that time, however the school officials may change their plan as more information on the crisis becomes available.*

The PTA also plays an important role in our school disaster management plan. **The elected Parent Class Representative will intimate area-wise groups of parents from his / her class. This system will help us communicate and coordinate more efficiently through SMS or telephone, in an organized chain system, during an emergency. This has proved to be successful to a large extent in the last academic year.**

- * Please **save the contact numbers of your PTA Class representative and members of your group on your cell phones or telephone diary.** Also ensure that you communicate to the school authorities, PTA Class representative and members of your group any change in your contact details promptly.

- * To get information, parents should keep in touch with their PTA Class representative and members of your group within the class of your child.
- * **We suggest that parents refrain from coming to the school during an emergency, unless they have received a message from their PTA Class representative / group members on behalf of the school by telephone or SMS asking them to do so.**
- * Please refrain from using cell phones and landlines to call the school or your child, as these ties up the phone lines for school personnel handling the situation. Alternatively, you may **contact your PTA Class representative / group members, if you have not received any communication.**

We invite all parents to actively participate.

Thank you,

Principal

NOTE:

With regard to our Disaster Management plan for heavy rainy days if we declare a half day, working parents must mention an alternative address and mobile number for their child.

Kindly fill in the slip and send it to the class teacher latest by Monday, June 17, 2019.

To,
The Principal,
K.B. Patil International School, Mumbai

We acknowledge the receipt of the circular regarding the PTA General Body Meeting & Elections for Academic Year 2019 – 2020 to be held on Saturday, June 29, 2019.

I / We, will attend the same in our child's classroom and further,

- I do not wish to nominate myself and have not filled the nomination form.**
- I wish to nominate myself and have filled the nomination form below accordingly.**

Post for which nominated: _____
(CLASS REPRESENTATIVE / VICE PRESIDENT / JOINT SECRETARY)

Name: Mr. / Ms. _____ Profession: _____

Brief Introduction: _____

Contact information: Residence# _____; Mobile# _____

Office# _____; Email: _____

Name of the student: _____ Grade: _____

Name of Father: _____ Signature: _____

Name of Mother: _____ Signature: _____