



# **Parent-Teacher Policy**

# **Organisation**

## Montana International School Uganda (MISU) Parent-Teacher Organisation (PTO) Policy

### Policy Statement:

Montana International School Uganda (MISU) highly values the partnership between home and school as essential to enabling every individual student to achieve their full potential. The Parent-Teacher Organisation (PTO) serves as a vital bridge, fostering a collaborative and supportive community where parents, teachers, and school leadership can work together to enhance the educational experience for all students from Year 7 to Year 13. This policy outlines the purpose, structure, roles, and operational guidelines for the MISU PTO, ensuring its activities align with the school's vision and values, particularly fostering a strong self-concept and resilience in students.

### Guiding Principles:

- **Student-Centric Focus:** All PTO activities and initiatives should primarily benefit MISU students and support their holistic development and learning.
- **Collaboration & Partnership:** The PTO acts as a channel for constructive dialogue and collaboration between parents and the school, promoting a sense of shared responsibility.
- **Transparency & Accountability:** PTO operations, including financial management, will be transparent, ethical, and accountable to the school community.
- **Inclusivity:** The PTO aims to be representative and welcoming to all parents and guardians of MISU students, respecting the diverse nationalities and backgrounds within our community.
- **Support for School Vision:** PTO activities will align with and support MISU's educational philosophy and strategic goals, complementing the school's efforts to provide high-quality teaching and learning.

### 1. Purpose and Objectives of the MISU PTO:

The MISU PTO is established to:

- **Enhance Communication:** Provide a structured platform for open and constructive communication between parents/guardians and the school.
- **Foster Community:** Build a strong, welcoming, and supportive school community by organizing social events, parent forums, and volunteer opportunities.
- **Support School Initiatives:** Assist the school in various initiatives that enhance the learning environment, student well-being, and extracurricular activities. This may include fundraising for specific projects.

- **Provide Feedback:** Offer constructive feedback and suggestions to the school administration on general matters affecting students and the school environment.
- **Promote School Values:** Support the school in instilling its core values, including resilience, a strong self-concept, and persistence in the face of difficulty.

## 2. Membership:

- a) All parents or legal guardians of students currently enrolled at Montana International School Uganda (Years 7-13) are automatically considered members of the MISU PTO.
- b) All teaching and administrative staff of MISU are also considered members.
- c) There are no membership fees.

## 3. PTO Structure and Leadership:

The MISU PTO will operate with an elected Executive Committee, subject to the approval of the Head of School.

Executive Committee Roles (examples):

- **Chairperson:** Leads PTO meetings, serves as the primary liaison between the PTO and the Head of School, and oversees all PTO activities.
- **Vice-Chairperson:** Supports the Chairperson and acts in their absence.
- **Secretary:** Records minutes of meetings, manages correspondence, and maintains PTO records.
- **Treasurer:** Manages PTO finances, maintains accurate financial records, and provides regular financial reports.
- **( Optional ) Parent Representatives:** Represent specific year groups or interests.
- **Elections:** Executive Committee members will be elected annually by PTO members at a designated General Meeting, typically early in the academic year. The Head of School will oversee the election process to ensure fairness and transparency.
- **Term Limits:** (Specify term limits, e.g., "Members will serve for a term of one academic year, with a maximum of two consecutive terms in the same role.")
- **Eligibility:** Executive Committee members must be current parents/guardians of MISU students and uphold the school's values and policies. Staff members are generally not eligible for elected committee roles but participate as active members.

## 4. Meetings:

- **General Meetings:** Held regularly (e.g., once per term or twice per year) to provide updates on PTO activities, discuss general school matters, and foster community engagement. All PTO members are invited.
- **Executive Committee Meetings:** Held more frequently as needed to plan activities, manage finances, and address operational matters.

- **Agendas and Minutes:** Agendas for all meetings will be circulated in advance. Minutes of General Meetings will be recorded by the Secretary and made available to all PTO members, subject to appropriate privacy considerations.

## **5. Communication Protocols:**

- **Official Channels:** All official PTO communication with the wider parent body will be conducted through approved school channels (e.g., school newsletters, parent portal, official email lists), with the knowledge and approval of the Head of School or designated school liaison.
- **Liaison with School:** The PTO Chairperson will serve as the primary communication link with the Head of School, ensuring alignment and sharing information effectively.
- **Feedback Mechanism:** The PTO can serve as a channel for parents to provide constructive feedback to the school. Such feedback will be consolidated and presented to the Head of School in a structured and respectful manner, avoiding individual grievances or complaints. Individual concerns should follow the school's established Communication Policy.

## **6. Financial Management (if applicable for fundraising):**

- If the PTO engages in fundraising activities, all funds raised will be managed transparently and responsibly, with a clear distinction between PTO funds and school funds.
- The Treasurer will maintain accurate financial records, including income and expenditure, and provide regular reports to the Executive Committee and to PTO General Meetings.
- All fundraising proposals and expenditures must be approved by the Head of School and align with the school's financial policies and objectives.
- Funds raised by the PTO will be used for agreed-upon projects that benefit the school and its students, as determined in consultation with the Head of School and the school's leadership team.

## **7. Activities and Events:**

- All PTO-organized activities and events must align with MISU's vision, mission, and policies, particularly those related to Health, Safety, and Security, Child Protection and Safeguarding, and the School Code of Conduct.
- Event proposals must be submitted to the Head of School for approval well in advance, including details on purpose, budget, logistical requirements, and any potential risks.
- The school reserves the right to approve, modify, or decline any proposed PTO activity.

## **8. Relationship with School Leadership and Staff:**

- The PTO operates as a supportive body to the school, not as a decision-making authority for school management, curriculum, or operational policies.
- PTO members are expected to interact with school staff and leadership respectfully and professionally at all times, adhering to the school's Communication Policy and Code of Conduct.
- Individual issues regarding students or staff members should be addressed through the school's established communication and grievance procedures, not through PTO meetings or informal channels.

#### **9. Policy Review:**

This Parent-Teacher Organisation Policy will be reviewed annually by the Head of School in consultation with the PTO Executive Committee and the school's leadership team, to ensure its effectiveness, relevance, and continued alignment with the evolving needs of Montana International School Uganda and its community.