

SOTA Parent Support Group 2020

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SOTA Values (adapted from student handbook)

Every SOTA Student is a H.I.P. Leader with Passion

As a family member of SOTA, we are expected to uphold the good name of our school and be role models to others by being self-disciplined and demonstrating mutual respect both in school and in public.

As Parents of H.I.P. Leaders with Passion, we are expected to:

- Demonstrate humility in our achievements and as SOTA ambassadors;
- Uphold integrity in whatever we do;
- Exemplify people-centredness by showing care and respect for others and the environment; and
- Nurture the passion in our commitments, and take responsibility for our own actions, learning and development.

SOTA Parent Support Group: Vision and Objectives

OUR VISION

To unleash the highest potential in our students, through synergistic collaboration between the school, the parents and the community. To support the school in creating a safe and loving space for our children to learn, play and grow.

OBJECTIVES

- To establish a shared vision and goals between school, parents, students and community
 - To strengthen home-school collaboration and partnership
 - Promote parental involvement in school programs and activities
 - To enrich our pupils' lives with more diverse range of activities and exposure
 - To help pupils to achieve their individual personal best
 - Provide opportunities for parents to network and work together
- SOTA PSG strives to create a welcoming and inclusive environment for the SOTA

family. We embrace the school's mission statement and work collectively, and in partnership, with the school to support the school's endeavours.

PSG CODE OF ETHICS

INTEGRITY

- Be discreet and protect the confidentiality of students, teachers, staff and other parents.
- Value and honour the relationship and trust established with students, teachers, staff and other parents.
- Believe in supporting the school for the benefit of ALL students and not only your own child.

RESPECT

- Speak and act towards students, teachers, staff and other parents with respect and dignity.
- Always be mindful of their individual rights and sensitivities.
- Respect the professional role of the teacher, the authority of the school and the school administration.

EXCELLENCE

Appearance

- Dress neatly and appropriately for school events/ programmes. e.g. No spaghetti tops, no shorts or mini-skirts, no slippers.
- Always put on the identification name tag when on duty.
- Project a positive image of the school when volunteering at school and PSG events

Attitude

- Be enthusiastic about caring, sharing and learning.
- Be warm, friendly, and courteous at all times.
- Be dependable and responsible for our scheduled times. Notify the coordinator early if we are not able to commit.
- Give constructive feedback for school improvement through the PSG EXCO or School Management. Criticism of the professional staff, students, other parents and programs is inappropriate.
- Be open-minded and flexible. Personal feelings should not interfere with work.
- Encourage other parents to be a member of the PSG.
- Not to use PSG communication channels for irrelevant or personal matters.

Confidentiality

- Protect the teachers', students' and other parents' right to privacy. Do not disclose school or personal matters which have come to our attention.
- Discuss area(s) of concern with the PSG EXCO.

Professionalism

- Be responsible for maintaining an attitude of mutual respect and confidence.
- Not to represent the school to external parties (for e.g the media) without prior approval of the school.
- Be familiar with school policies and practices.
- Although the job is voluntary, the commitment is professional.
- Not to interfere with the administration of the school

PSG Members Guidelines - the 5 Cs

CARE

We care about the children and the staff in the school. All members feel welcome within the PSG.

COURTESY

We respect one another in the school and recognize our shared responsibilities for our children. We are tactful in words and mindful about our differences.

CLARITY

We support strategies for effective communications that are sincere, respectful and two-way so as to build trust and consensus between the school and the PSG.

COOPERATION

We work together as a team and assist one another to improve and sustain positive student outcomes. We aim to solve problems amicably and we are open to new ideas. We support the school's effort to foster meaningful partnerships.

COLLABORATION

We use an action team approach that enables educators, parents, students, and the community to work together to achieve school goals. We celebrate progress and work towards continuous improvements.

Our PSG also follows the guidance by MOE for PSGs stipulated in the following document:
<https://www.moe.gov.sg/docs/default-source/document/psg-online-guide.pdf>

SPSG Office Bearers: The Executive Committee

The Executive Committee shall consist of up to 8 Office Bearers, with the first 5 posts elected into office, after having served at least 2 years as a Committee Member:

1. Chairperson
2. Vice -Chairperson 1
3. Vice -Chairperson 2
4. Honorary Secretary
5. Honorary Treasurer
6. Assistant Honorary Secretary
7. Media/ Communications / Projects Head
8. Advisor- Parent
With Advisor/s-School

Elections

Elections shall be held every 2 years, to ensure continuity of The SOTA Parents Support Group. The list of nominated candidates shall be submitted to the Principal of SOTA at least 21 days before the Election date, by the PSG Election Committee, comprising 3 PSG Committee Members, who shall not be standing for elections. The Election Committee may coop other PSG members to assist in the process.

The Principal has to approve the candidates 7 days before the Election date. In the event that the candidate is deemed unsuitable, The Principal may nominate a replacement.

Duties of Office-Bearers

1 The Chairperson shall:

- (a) hold the office for 2 years and preside at all meetings of the EXCO;
- (b) be responsible for the proper conduct of business at all the EXCO meetings;
- (c) sign the minutes of each meeting after the minutes presented by the Hon Secretary have been approved;
- (d) endorse the Committee Budget proposed by the Hon Treasurer and approved by the EXCO;
- (e) appoint / assign project coordinator (s) and or sub-committee members.
- (f) propose the appointments of Committee Members with the EXCO, in discussion with Advisors.
- (g) may serve another term of 2 years via Elections, or until the child leaves SOTA, whichever is earlier.

2 The Vice-Chairperson shall :

(a) hold the office for 2 years and assist the Chairperson in the performance of his duties and perform the duties of the Chairperson in the absence of the Chairperson.

(b) oversee at least 2 major events/ projects and form appropriate Sub-Committees to run the programme.

(c) may serve another term of 2 years via Elections, or until the child leaves SOTA, whichever is earlier.

3 The Secretary shall:

(a) hold the office for 2 years and keep minutes of meetings, maintain custody of all documents and records of the EXCO and generally perform all duties relating to his office;

(b) keep members of the EXCO informed of the various activities of the school carried out in accordance with the general policy of the Government (e.g. Racial Harmony Day, National Day celebrations);

(c) act as Secretary at all EXCO meetings.

(d) the Secretary may serve another term of 2 years via Elections, or until the child leaves SOTA, whichever is earlier.

4 The Assistant Secretary shall assist the Secretary in the performance of his duties and perform the duties of the Secretary in the absence of the Secretary.

5 The Treasurer shall:

(a) review the Financial Statements to be presented at meetings by the Hon Secretary;

(b) be responsible for the financial management of the EXCO in accordance with School Fund procurement, receipt and payment procedures; and liaise with school staff appointed for the said purpose.

(c) maintain an up-to-date ledger that reflects the latest financial position of the PSG's cash account balance.

(d) maintain a Petty Cash account, not exceeding \$2000, for the reimbursement of sundries

(e) propose THE PSG Budget for the following year, by July of the present year, as required by SOTA

EXCO Committee Members shall:

(a) serve as Project Coordinators to plan, coordinate, implement and evaluate programmes/projects;

- (b) serve in sub-committees and ensure the PSG Chairperson and Vice Chairperson are updated on the outcomes and actions decided at the sub-committees.
- (c) Hold the office for 2 years or until they step down or their child is no longer a student in SOTA
- (d) stand for re-election if they should so wish to continue serving in the EXCO.
- (e) propose and appoint Committee Members and Level Representatives, in consultation with the Advisors

The Advisor- Parent shall :

- (a) be selected by the EXCO and approved by the Principal, to provide guidance to the EXCO
- (b) assist the Chairperson to liaise with School Management where necessary

The Advisor/s- School shall :

- (a) provide guidance to the EXCO
- (b) collaborate the Chairperson and EXCO, to liaise with School Management where necessary
- (c) advise the Committee on the annual School Programs and Events, and parent involvement
- (d) facilitate bookings of meeting rooms, refreshment and complimentary parking
- (e) manage and facilitate communication between PSG and parents/ students, via emails or otherwise

Committee Members:

Parent Volunteers who have been actively serving for 1 year during SOTA Events, may be invited to serve as Committee Members.(Exemption for Year 1 Representatives) Apart from the Exco, there may be up to another 15 Members, comprising of 12 Level Representatives, 2 from each Level , and 3 Special Project Leaders. They are to avail themselves to attend Monthly Meetings unless they have a valid reason. After 3 times of absenteeism within a frame of 6 consecutive meetings, if the Member is deemed inactive, he shall be asked to relinquish his position from the Committee. Another Parent Volunteer may be appointed by the Exco, as the replacement.

Committee Members are to assume 2 Lead Roles in the following Areas:

- (a) Family Matters: To organize activities like Parenting / Bonding Workshops
- (b) Skills For Life: To organize workshops for students like Grooming, Health & Nutrition, Presentation, Communications, Interview , should the school allocate time for the events
- (c) Hospitality: To organize Networking Sessions with Parents, Breakfast, Welcome Tea etc

- (d) Communications & Media: To draft communications with parents, school etc & maintain website content & all other forms of communications. To design promotional material like Brochures, where necessary.
- (e) Projects: SOTA celebrations, Year 6 Dinners, Fundraising for Student Assistance Fund, Election of Exco etc
- (f) They shall form Sub-committees with other Parent Volunteers to run their projects together, and report their progress to the Main Committee . A debrief should be held within 1 month , after each project or event.
- (g) Any request for funds and resources shall be made at least 3 weeks ahead, to the Treasurer, failing which may result in delayed disbursements or rejection.
- (h) Requests for complimentary parking need to be made at least 5 working days before the event, using the prescribed form. As there are limited parking lots, some requests may not be fulfilled in its entirety, depending on the event & situation. Volunteers running the events and those heavily involved, will be given the priority, as only 5 tickets shall be disbursed by the school.

The Level Representatives shall :

- (a) manage their Official Level Chat Group/ communication, welcome new members, update or inform parents of their level with regards to the students' school program and related information;and provide guidelines on appropriate chat hours & decorum
- (b) liaise with the same Level Parents and the school with regards to matters pertaining to the students, complaints and compliments;
- (c) represent the voice of the same Level Parents to the School Management
- (d) consult with PSG EXCO about all matters before bringing it to the School Management
- (e) facilitate Parent Engagement talks, where necessary, to manage the tone of questions directed to teachers, where no personal attacks are tolerated.
- (f) stop postings that are inappropriate and remove members who are disrespectful or quarrelsome to an individual member or the community
- (g) be reviewed every 6 monthly and may be rotated,due to the volume of Parent Volunteers or recommended to continue with their role, should they be found actively helping their Level peers and effectively moderating the Level Chat Group.