



PARENT SUPPORT GROUP (PSG) POLICY

1. Introduction

Through the Parent Support Group (PSG), parents work in partnership with the school to support a range of school programmes and special events. The PSG coordinates parent workshops, charity events and fundraising, as well as social gatherings involving the school, parents and the community.

2. Aims

The aims of the PSG are to advance the education and welfare of the students by:

- promoting close cooperation and communication between parents and teachers
- studying and discussing matters of common interest related to education and student welfare
- engaging in activities that support and advance the education of students in school, including fundraising and after-school activities.

3. Membership

All parents are automatically members of the PSG.

4. Executive Committee

The PSG is led by an Executive Committee consisting of a Chair, Vice Chair, Treasurer and two Secretaries, one providing Indonesian and the other English language communication. The Secretaries shall be responsible for keeping accurate Minutes of all meetings and distributing these to the Committee members. Copies to any member of the PSG who requests them.

Meetings and social events are organised by this committee with the help of PSG members.

These are elected positions, with nominations and voting taking place early in Term I.

5. PSG Fund Raising Committees

Parent fundraising committees play an important role by initiating and organising events that raise money for the school. Money raised by parents can be used for many different things that support better education of the students such as specialised equipment for the Art programme or Sports programme. The camaraderie of meeting new parents and friends is one of the most enjoyable aspects of joining one of these committees which contribute so much to the quality of education at MIS.



6. PSG Community Building Activities

PSG Executive Committees may organise various events to promote community spirit within the School Community such as an annual community potluck. The PSG may also support various activities that MIS students are involved in throughout the year.

Art Exhibition

PSG may support the event with snacks and drinks for the opening night of the exhibition.

Sports

The PSG may provide support to the students and staff by providing healthy snacks, fruit and drinks and provide funding for the trophies.

School Performances, High School Graduation & Others

The PSG may support MIS Student Performances which include Battle of the Bands Talent Show, School Award Night and Graduation, The Gift of Giving Toy Drive, PSG Bake Sale and PSG Fun Fair.

7. Meetings

PSG Executive Committee meetings are held regularly.

PSG General Meetings for all parents – meet at least once per month.

AGM Meetings once per year – to update parents and teachers about the PSG activities and finances and vote in new members of the PSG executive committee.

8. Finance

PSG funds shall be lodged in a bank in the name of the PSG.

The Treasurer is responsible for keeping accurate records of the financial transactions of the PSG and for the administration.

The Committee is responsible for ensuring that all property/money received by/for the PSG shall be applied for the aims of the PSG.

9. Class Parent Representatives

Each school year, a parent is asked to volunteer from each area of the school to coordinate communication. The purpose is to:



- Facilitate communication between teachers and parents;
- Facilitate communication between other parents in order to help build a community of support in the class group as well as in the school in general;
- Help provide information to parents in the event of a school emergency.

10. Change History

Version	Approved by:	Date of issue:
1	School Board	10 th Jan 2023