

## Submit your application

APEF undertakes not to divulge the data transmitted and to use them only within the framework of its activities within the Institute.

# Role and Responsibilities of Parent Representatives

## Role

1. Serve as the main point of contact between parents, the class teacher, other teachers, and the APEF representative of their section. The Parent Representative represents all parents to the class teacher for general matters and plays an essential role in communication between the different stakeholders in the life of the Institute.
2. Contribute to fostering a sense of community between parents and students.
3. Represent the parents of the students in the class for which they are the Parent Representative.

## Responsibilities

4. Distribute to parents the list of contact information of the students in the class (transmitted by the APEF), making sure to follow the data protection policy, in particular by putting parents email addresses in blind copy (bcc) when sending out mass communication.
5. Keep up to date on class life and be a listening ear to parents to identify common questions and/or concerns. These exchanges are generally done by email, telephone or during meetings between parents, to be organised on a need basis.
6. Communicate regularly with the class rep Section Head, either by phone, email, or verbally at a meeting at the school. This informal communication allows each of them to keep abreast of the various relevant issues and facilitates the defusing of any false problems. In that context, the class rep undertakes to observe a duty of reserve and confidentiality that is of paramount importance to the success of their mission.
7. To meet with the homeroom teacher, if necessary, if recurring questions and/or common concerns of the parents arise. Yet, the school program and pedagogical teaching remain entirely the responsibility of the school's management.
8. To participate, with all the class reps, in meetings with the director/dean/prefects (depending on the section) and the APEF Head of his/her Section to deal, in an organized and constructive manner, with the various questions raised and initiatives suggested by the parents; these meetings take place twice during the school year, usually in the evening.
9. Relaying information from the APEF to parents. This mainly involves sending information from the APEF by email and collecting any feedback from parents.
10. Keeping informed and/or participating in the cultural activities of the school and/or the APEF, depending on the information provided by the school and/or the APEF. To be attentive to the feedback of the participants in order to timely debrief the school via the APEF.
11. Organise, at least once a year when possible and preferably before the Christmas break, an informal gathering and/or dinner between parents and children in order to create connections and a solid and friendly network of Florimont families.