



# Guidelines for Homeroom Parents 2020-21

This information has been written following discussions with previous homeroom parents, teachers and ABA Administration with the intention of explaining the different responsibilities of an HRP's role.



Dear Homeroom Parent / Assistant Homeroom Parent,

Thank you very much for volunteering your time and energy for this important role within the ABA school community. This is very much a grassroots position and without you the school would not be the amazing experience it is for our whole community. As a homeroom parent you really make a difference!

Your efforts will be very much appreciated by parents, students and also by the administration and teaching staff of the school. Your active involvement helps us to create the caring, open-minded and multicultural school community we aspire to be part of. It is through your contribution that our children learn the value and power of community service. In addition, you will find that your children love to have you around in their classrooms and at school.

As an organization we want to thank you for volunteering and to:

- make sure you have the appropriate knowledge and information to carry out your responsibilities
- provide you with a forum to evaluate the homeroom program and share great ideas with your peers
- celebrate your contributions and achievements

We sincerely hope that your volunteering experience will be a positive one.

Thank you,  
Your PTA



## **The Role of the Homeroom Parent and Assistant**

Each class has one homeroom parent who provides the link between teacher, parents, PTA and the administration. They are the glue that keeps the class together as a social community.

Ideally, each class in ECE and Elementary also has a Homeroom Parent Assistant, who is the “back- up” to the homeroom parent. Their job is to ensure the teacher is never without a contact for help in the classroom and that important messages get passed on.

As a homeroom parent, you do not always need to be present yourself. You can arrange for other parents, with children in the same class, to help out with you or in your absence. Your child’s teacher will call upon you when help is needed. You then organize the other parents as and when needed.

Different parents have varied talents, and some may have access to special materials or services for various classroom projects. You may want to make a list at the beginning of the year and make use of them.

If there is an HRP and an Assistant, and to stay informed and aware of upcoming events and new information, we require that at least one of you attend the PTA Open meetings held once a month in the PTA room. Dates & other details for these meetings are posted in the PTA Calendar, on the school website and will be announced in the weekly newsletter.

As of 2018/19, parent volunteers will have to receive police clearance before being allowed to help with the children.

Your main role and responsibilities as homeroom parent(s) are as follows:

- Assist the teacher to enlist help as needed for field trips, class projects, celebrations and class parties, or parent time.
- Be guided by the teacher about how involved they would like you to be.
- All events held during the school day and involving the class need to be approved by the teacher. Social events outside of the class do not, but it might be nice to keep your teacher in the loop.

**Please remember you are there to help according to the teacher’s needs.**

## **Communication & Confidentiality & Parent Class Lists**

As of the 2018/19 school year, class lists will no longer be distributed. Each HRP will be given a school email address and a group email ID for the class they are assisting. For example, the HRP for grade 1 L will receive an email address/account: HRP1L@abaoman.org and the group email ID: G1Lparents.

When emailing parents as the HRP, you should use the email account given to you by the school. It is best to BCC the group and you should always CC your section representative i.e. Elementary, Middle School or High School Rep.



If you wish to use another means to communicate (such as WhatsApp) please be sensitive to the fact that not everyone may not have or want to use it.

Below is a draft email that you will send to parents to introduce yourself and start collecting phone numbers for your WhatsApp group if you choose to start one:

\_\_\_\_\_ *copy from below this line to the next and place in the first email to parents* \_\_\_\_\_

Dear Parents of \_\_\_\_\_, (class name, e.g. Grade 1L)

My name is \_\_\_\_\_ and I have volunteered to be the Home Room Parent (HRP) for our class this coming year. The function of an HRP is to assist the teacher in finding volunteers for different events and activities throughout the year. Additionally, part of my function is to ask if you are willing to have your phone number included in a WhatsApp group. The group is a tool for parents to receive information from school and about the class. It will also be used to help organize class events, parties, parent time and chaperones for field trips.

If you would like to be included in the WhatsApp group, please reply to this email with your full name and phone number.

Warm regards,  
(HRP name)  
Home Room Parent (Grade name)  
Your PTA 2020/21

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## WhatsApp Groups

Many parents value a class WhatsApp group so that they can easily contact each other for play-dates, carpooling etc.

Since you will not receive a phone list from school, if you wish to create a WhatsApp group, you will have to request the parents' phone numbers from them directly through the school supplied email address. Once you receive these phone numbers, it is essential to make sure that others that are not on the WhatsApp group receive the necessary information using the email provided by school.

When you create a WhatsApp group, you may include the Elementary, Middle School or High School Rep on the group. This will allow a PTA representative to help you in case the conversation gets out of hand.

Your class teacher may also be on the Whatsapp group.

HRP's using WhatsApp must post the following points for the members of the group once the group is created:

\_\_\_\_\_ *post message below* \_\_\_\_\_



As members of an HRP WhatsApp group. We kindly request that you abide by the following rules:

1. This group is to receive information from school and about the class.
2. There is a PTA moderator in the group
3. The class teacher may be in the group. Contact the teacher directly via email (add teacher's email address)
4. No advertisements can be posted
5. No personal messages or "my child..." messages should be posted
6. If you have specific issues or challenges with your child or the teacher, those must be addressed with the teacher or the administration and should not be mentioned within the group.
7. If you are participating in a class activity and are taking pictures, please remember that some parents do not want their child's picture online. Therefore, pictures of children in the class should not be posted to the group.
8. Although we love to be thanked, one thank you is more than enough.
9. The hours of the group are between 6am and 8pm

I look forward to the year ahead as your HRP for (name of class)

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#### **Coordinate Class Celebrations & Activities:**

An important responsibility is to organize class parties and enrichment opportunities. Please discuss with the teacher first and then enquire with parents in your class to see who would like to volunteer for the organization of the celebration. As a class you may decide to organize celebrations like Diwali, Easter, Christmas, Ramadan, Eid, Haj, Chinese New Year, Holi, etc.

Regardless of the celebration or activity, please prepare a complete event proposal and present it to the teacher, 2 weeks in advance. The parents must come prepared with all their supplies and they must be ready to clean up after the activity. A sample proposal form is available as **Annex5**.

Please adhere to the following School policies regarding celebrations:

1. There are NO graduations in EC.
2. It is essential for parents to complete and submit the 'event proposal' 2 weeks in advance and share with teachers so you have an idea of the plan. When a parent discusses the party with you please ask for the proposal so you are prepared for set-up.
3. All presentations for religious celebrations must be shared with teachers in advance for the section principal (Sam, Kathleen, Simon) to view and approve.
4. No balloons, goody bags, presents or fast food giveaways after any religious, cultural celebrations or end of term parties. If brought for distribution, they will be returned.
5. One occasion. One celebration. Please ensure there is only one celebration for every occasion. You can either have the event during Parent time or on a specially approved day and time decided by the teacher. But not both. This is to enable the teacher to continue her curriculum plan without too much disturbance.
6. No food or treats distributed in cubbies after religious or cultural celebrations unless students cooked/ created it in the EC kitchen/classroom.
7. Parents are welcome to bring 1 cultural treat (eg. Eid, Diwali, Christmas) for the students to taste in



the classroom to broaden their knowledge of cultures around the world.

8. Grade levels have end of year parties on the same day in their individual classrooms and the day will be decided by the teachers.

9. ALL end of year parties will be in the last week of the term/school year. This is non-negotiable.

10. For end of term parties parents can have a variety of foods- of course we encourage less to avoid waste of food.

11. Please DO NOT combine End of Term and End of Year parties with any other celebration.

The aim is to help the school remain consistent and focus on the celebration and learning of cultures and celebrations around the world.

### **Coordinate Volunteers for Class events / field trips / PTA Events**

During the year, HRP's are essential in identifying and contacting parent volunteers for various events.

**Class Events:** Based on the desired class events you identify, and the field trips planned by the teacher, you will need to contact and coordinate parents to be chaperones for field trips when required by the teacher. You will need to find volunteers to help in the classroom, if needed. Please provide the feedback form to the teacher so that events can be improved upon. Annex6.

In Elementary, specialist teachers (Arabic, Art, Swimming and PE, Music and IT) may contact parent volunteers with specific skills for assistance. It is advised that the HRP take the initiative to find out which parents can help.

**PTA Events:** Throughout the year the PTA organizes a variety of events. These events are unique because they help build our ABA community spirit and/or are fundraisers. They are organized by parent volunteers and their success hinges on having enough willing parents to support with their time and effort. Your support will be crucial in identifying parent volunteers to work with the lead for the event.

**Annex3** is provided to help you start the process of finding volunteers once you know of their initial interest.

### **Collecting Class Funds:**

Another part of the HRP job is to collect class funds. These funds are for the teachers' and class assistants' end of year gift. This is completely optional and the HRP cannot require parents to pay into this fund. Additionally, parents that do not pay into the fund should not be penalized. At the end of the year, HRPs should share- with the parents- how the class funds were used.

As of the 2018/19 school year, we ask that these collections be anonymous and when the HRP is asked how much parents should donate, the response should be: "Any amount up to 10 OMR."

Parents should be encouraged to bring the money in a plain envelope without their name on it, just the grade/class name.

As a grade, HRP's should come together to make sure they have enough funds to buy an end of year gift for each of the specialist teachers that serves your grade. This will require talking to the other HRP's in your grade to organize a gift for each specialist teacher. While the main teacher serves your class, the specialist teachers educate all the classes. We ask that you are just as creative when deciding on their gifts. Thoughtful and creative gifts leave a lasting impression of our appreciation for all the teachers do.

Before you begin your celebrations and planning, please give Annex1 to your teacher to fill out. Contrary to popular belief, some teachers do not want to celebrate their birthdays at school and are uncomfortable giving out too much personal information. Please respect their need for privacy.

**Annex1** will help you get to know your teacher(s) and **Annex2** is for getting to know the class.

**Annex4** is a list of PTA events with tentative dates.

### **Welcoming New Families to ABA**

We live in a very transient expatriate community which means that at the beginning of the school year (and throughout) there will be several new families joining your class. The teacher will inform you of a new child in the class.

Extending a welcoming hand to these new families is a very important part of the Homeroom Parent Program. A card with a few welcoming words from you, or better still an invitation to meet up for a coffee with other parents from the class, or a guided tour of the campus, will be very much appreciated by a new family. This is especially true if the family is not only new to the ABA but also to Oman.

Be sure to let new parents know about the information resources available to them in the PTA room. These include Wi-Fi, computer access, tea/coffee, a lending library and brochures about Muscat and Oman. They can also access the PTA section of the website for more information about ABA and life in Oman.

#### **Organization of Coffee Mornings**

A coffee morning is a great opportunity for the parents of your class to get together and get to know each other. We recommend you organize one at the beginning of the school year and one after the winter break, at a minimum. It can be held at the PTA room if you wish, you can book the room using the booking sheets which are located on the notice board in the PTA room by emailing: [PTAsec@abaoman.org](mailto:PTAsec@abaoman.org) . Alternatively, you may prefer to meet at a coffee shop or a parents' house. Many parents work and appreciate having an evening event organized. Additionally, whole family events are a wonderful way to really get the class to bond.

### **Information**

Information about events, or invitations to volunteer or participate in events will be forwarded by the PTA and should be disseminated throughout the parent community via the HRP program. Please forward these emails promptly. If you cannot forward emails, contact your HRP Assistant and then your Parent Rep.

**ECE/Elementary Parent Rep:** [PTAERep@abaoman.org](mailto:PTAERep@abaoman.org)

**Middle School Parent Rep:** [PTAMRep@abaoman.org](mailto:PTAMRep@abaoman.org)

**High School Parent Rep:** [PTASRep@abaoman.org](mailto:PTASRep@abaoman.org)



### Handling Pedagogical Issues

Sometimes you might be approached by parents in your class regarding parental inquiries and communication with teachers and the administration. There is a clear set of guidelines in the Student Handbooks on these issues so please refer parents to adhere to these. Your role is not academic and any issues with the teacher or school should be referred to the teacher directly, or to the Principal of that section if the parent is unable to talk to the teacher. (Erum Banatwala- ECE, Sam Cook- Elementary, Kathleen Bowin- Middle School, Simon Walker- High School). If a parent feels the issue has still not been addressed, then the next step is to contact the Head of School.

### Your Point of Contact

We hope you enjoy this year and we are happy to help, answer questions, suggest ideas for social events and support you in your role. We look forward to the amazing job you will do to build the community spirit and make your child's class a wonderful place to be. If you have any questions, please contact:

2020/2021 School Year

ECE/ Elementary	: <a href="mailto:PTAERep@abaoman.org">PTAERep@abaoman.org</a>
Middle School	: <a href="mailto:PTAMRep@abaoman.org">PTAMRep@abaoman.org</a>
High School	: <a href="mailto:PTASRep@abaoman.org">PTASRep@abaoman.org</a>

Thank you!

## Annex1 - Know your Class Teacher & Class Assistant



Name: \_\_\_\_\_

- Would you like the class to celebrate your birthday? Y / N

- There are days when we need a cup of Coffee or tea. How do you like yours?

\_\_\_\_\_ (e.g. No foam almond milk latte)

- If you were to receive a mid-morning or afternoon treat, would you prefer:

\_\_\_\_ Dark Chocolate \_\_\_\_ Milk Chocolate \_\_\_\_ White Chocolate \_Fruits\_\_\_\_\_

\_Candy\_\_\_\_\_ \_Carrot Sticks \_Please don't bring me food \_Other\_\_\_\_\_

- Allergies: \_\_\_\_\_

- You do an amazing job and we appreciate everything you do for our children. In our efforts to say, "Thank you" the parents collect money for the teachers' and assistants' end of year gift (specialist teachers included). Please let us know the types of items you would like to receive.

\_\_\_\_\_

\_\_\_\_\_

- Is there anything else that you would like us to know?

\_\_\_\_\_

\_\_\_\_\_

## Annex2: Know Your Class



No of students: \_\_\_\_\_

Nationalities: \_\_\_\_\_

Food Allergies: \_\_\_\_\_

### **Plan your class year**

Celebration Tentative date Volunteers\* support required from PTA

Diwali

Christmas

Ramadan/ Eid

Year end party

Haj/Eid

\*You may want to start identifying volunteer parents for the classroom events

**Forward a copy of this form to your teacher and the PTA Parent Rep.**

### **Annex3 VOLUNTEERING**



Parent volunteers are essential for the success of class events as well as PTA events. What do you want to volunteer for?

**Class Events** (check all that apply)

\_\_\_\_\_ Chaperone for field trip      \_\_\_\_\_ Year-end party      \_\_\_\_\_ Parent time

Any other specific celebration that you might want to propose: \_\_\_\_\_

**Note: Some parent volunteers must go through and receive a police clearance.**

**PTA Events** Throughout the year the PTA organizes a variety of events. These events are unique because they help build our ABA community spirit. They are organized by parent volunteers and without you they would not be successful. Which events would you like to volunteer for? (check all that apply)

**2020/21 PTA Event Dates: Tentative**

Date /Time	Event	Place
Dec 10th 5.30 - 8 pm	<b>Winter Fest</b> (Xmas/Diwali)	@ABA
Dec 14th All day	<b>Santa's Workshop</b>	Middle School common room
Jan 15th 3 - 5 pm	<b>PTA Flea Market</b>	@ABA
Mar 4 5-8 pm	<b>PTA Holi Color Run</b>	@ABA
Mar 25 5.30-8 pm	<b>PTA Int'l Cultural Fest</b>	@ABA
Apr 13	<b>Ramadan Food Drive Starts</b>	
Apr 19 All Day	<b>Eid Market</b>	Middle School Common Room
May 24 All Day	<b>Staff &amp; Teacher Appreciation</b>	Teacher's Lounge Admin

Please mention any specific names who you think will also be interested in volunteering.

Name	Contact (Phone/Email)
1.	
2.	
3.	

Please mention your preferred day and time for any meetings.

Sunday	Monday	Tuesday	Wednesday	Thursday
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7.40 - 8.40 am	12.30 - 1.30 pm
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**Annex4 PTA – Calendar of Events**

These are some of the events planned for the year 2020-21\* :

<b>Date /Time</b>	<b>Event</b>	<b>Place</b>
Oct 12-16	<b>Mask-E-teers</b> - All for one	Virtual
Oct 30 - Nov 1	Safely Spooktacular!	Virtual
Nov 9 3 - 5.20 pm	w/ Elementary Principals: <b>HRP Orientation</b> 7.40-10a PTA Room	Virtual
Dec 10th 5.30 - 8 pm	<b>Winter Fest</b> (Xmas/Diwali)	@ABA
Dec 14th All day	<b>Santa's Workshop</b>	Middle School common room
Jan 15th 3 - 5 pm	<b>PTA Flea Market</b>	@ABA
Mar 4 5-8 pm	<b>PTA Holi Color Run</b>	@ABA
Mar 25 5.30-8 pm	<b>PTA Int'l Cultural Fest</b>	@ABA
Apr 13	<b>Ramadan Food Drive Starts</b>	
Apr 19 All Day	<b>Eid Market</b>	Middle School Common Room
May 24 All Day	<b>Staff &amp; Teacher Appreciation</b>	Teacher's Lounge Admin

Note : The Tuesday hikes shall continue until weather permits. Please drop an email to [PTASrep@abaoman.org](mailto:PTASrep@abaoman.org) and we shall get you added to the hiking club Whatsapp group.

## Community Meetings:

Date /Time	Event	Place
Oct 12 : 3 - 4 pm	<b>PTA</b> Community Meeting	Virtual
9 Nov : 3 - 4.20 pm	<b>PTA</b> Community Meeting	Virtual
Jan 18th :7.40-9am	<b>PTA</b> Community Meeting	PTA Room
Feb 8th :7.40 - 9 am	<b>PTA</b> Community Meeting	PTA room
Mar 15 : 7.40-9am	<b>PTA</b> Community Meeting	PTA Room
Apr 12 : 7.40 - 9 am	<b>PTA</b> Community Meeting	PTA Room
May 10 : 7.40 - 9 am	<b>PTA</b> Community Meeting	PTA Room
May 31 :7.40 - 10 am	31: <b>PTA AGM</b>	Middle School Common Room
Jun 1 :7.40 - 10 am	<b>Handover to new PTA</b>	PTA Room closed

\*Please note that all dates, times and venues are tentative. These are subject to change considering the prevailing extraordinary situation.

**Annex5 Event Proposal**

**Grade:**

**Event:**

**Date:**

**Time:**

**Volunteers:**

What do we want to do: (give a short description but be as specific as possible)

- Activities ☐
  - Food ☐
  - Decoration ☐
  - Music ☐
  - Videos ☐
- Short talk ☐
  - Read a book ☐
  - Others ☐

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What supplies will I be bringing?

**Note:** All content (video, songs, books, speeches must be approved by that grade’s principal to ensure all material is in line with Omani Law)

**Teacher & Admin sign-off:**

Class teacher \_\_\_\_\_ Principal \_\_\_\_\_

Date of approval: (two weeks before actual event date) \_\_\_\_\_ (mm/dd/yyyy)

**Special notes:**

\*Please email this to the relevant PTA Parent Rep. ECE/Elementary: [PTARep@abaoman.org](mailto:PTARep@abaoman.org) Middle School : [PTAMRep@abaoman.org](mailto:PTAMRep@abaoman.org) Secondary: [PTASRep@abaoman.org](mailto:PTASRep@abaoman.org)

## Annex6 Class Event Feedback For Teachers

**Grade**

**Event:**

**Date of event:**

**Time:**

Feedback on the following: (Was it amazing, over the top, took too much time, . . . )

- Activities
- Food
- Decoration
- Music
- Others

What went well?

Scope for Improvement:

Special notes

\*Please email this to the relevant PTA Parent Rep. ECE/Elementary: [PTAERep@abaoman.org](mailto:PTAERep@abaoman.org) Middle School : [PTAMRep@abaoman.org](mailto:PTAMRep@abaoman.org) High School : [PTASRep@abaoman.org](mailto:PTASRep@abaoman.org)



## **Annex7 PTA Contacts**

### **PTA Chair & Co Chair**

Nandita Shukla & Paula Colaco

[PTAChair@abaoman.org](mailto:PTAChair@abaoman.org)

### **Treasurer**

Maryam Andres

[PTATreasurer@abaoman.org](mailto:PTATreasurer@abaoman.org)

### **EC/Elementary Parent Rep.**

Sriparna Ghosh

[PTAErep@abaoman.org](mailto:PTAErep@abaoman.org)

### **Middle School Parent Rep.**

Manuela Emmer

[PTAMrep@abaoman.org](mailto:PTAMrep@abaoman.org)

### **Secondary Parent Rep.**

Li Hong He

[PTASrep@abaoman.org](mailto:PTASrep@abaoman.org)

### **New Parent Rep.**

Mehreen Bano Elahi

[PTANew@abaoman.org](mailto:PTANew@abaoman.org)

