

Rôle des parents représentants

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Les parents représentants sont des membres actifs de la communauté du LFI. Ils jouent un rôle essentiel dans le dialogue entre l'équipe de direction de l'école et l'ensemble des parents d'élèves. Ils contribuent à renforcer la collaboration et veillent à la bonne réalisation de notre vision d'une communauté plurielle et engagée ainsi qu'au bon fonctionnement de l'établissement. Les parents et les membres de la communauté du LFI sont reconnaissants pour leur investissement et le temps et l'énergie qu'ils consacrent à l'exercice de leur fonction.

Être représentant des parents représente une responsabilité importante et offre également l'opportunité de découvrir et de se familiariser avec les rouages d'une organisation vaste et complexe, au-delà du champ d'action habituel d'un parent.

Responsabilités

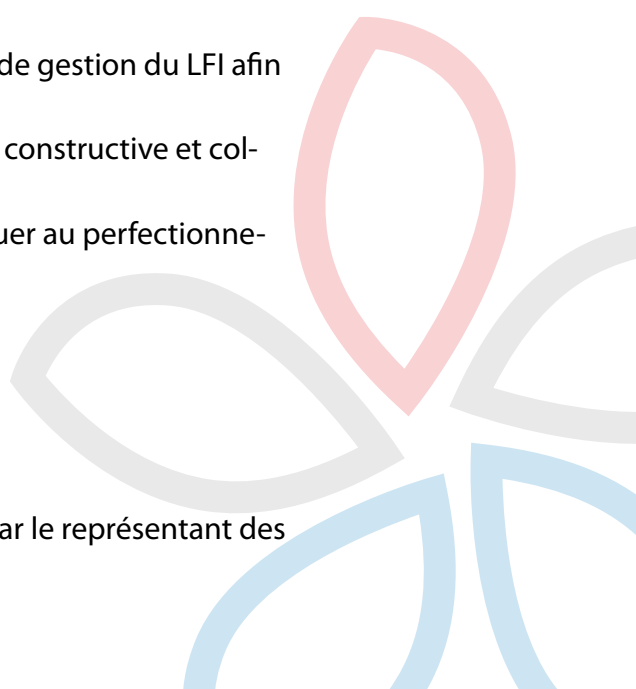
- * Agir en tant que trait d'union et facilitateur entre l'école et les parents.
- * Travailler en partenariat avec la direction de l'école pour aider à comprendre le point de vue d'une communauté diverse et engagée sur les questions liées à l'école.
- * Représenter les familles lors des différentes réunions et conseils.

Expériences et compétences requises

- * Volonté de se familiariser avec la politique et les règles de gestion du LFI afin de garantir la pertinence des avis et des propositions.
- * Volonté de servir la communauté de l'école de manière constructive et collaborative.
- * Désir de s'associer à la direction de l'école pour contribuer au perfectionnement de l'expérience éducative offerte au LFI.

Engagement

- * Entretenir des relations transparentes.
- * Participer aux réunions et conseils.
- * Agir dans le respect de la lettre d'engagement signée par le représentant des parents (voir ci-dessous).



Mandat

Les parents représentants sont élus pour un mandat d'une durée de un an.

Rôle des suppléants

Assumer le rôle de parent représentant est une tâche importante qui demande un investissement conséquent. Pour faciliter la répartition des tâches, chaque représentant peut désigner un suppléant. Seul le représentant ou le suppléant est autorisé à assister aux réunions.

Parent representatives role description

The parent representative role

As active members of the FIS community, parent representatives play an essential role as a link and dialogue between the School Leadership Team and the entire parent community. They contribute fully to a culture of collaboration and are essential partners in achieving the School's vision of a diverse and engaged community. Necessary to the smooth operation of FIS, their personal investment of time and energy is appreciated by all parents and members of the FIS community.

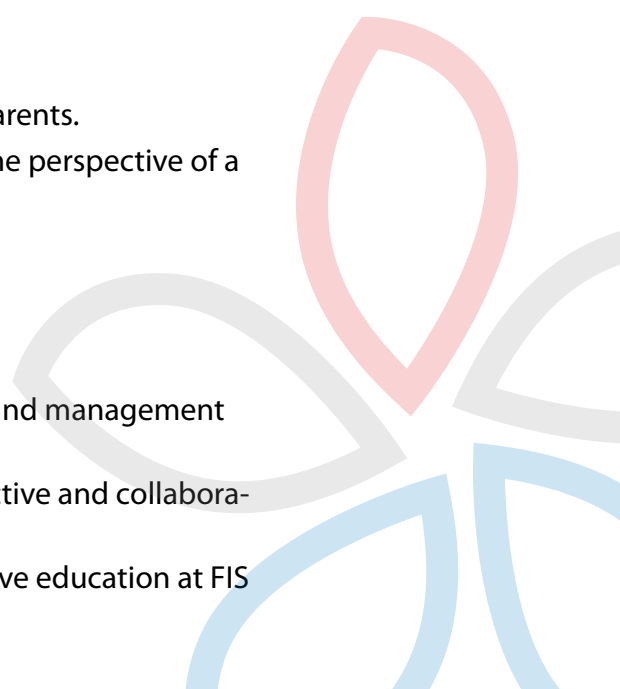
Being a parent representative is an important responsibility and also an opportunity to discover and become familiar with the workings of a large and complex organisation, beyond a parent's usual scope of action.

Responsibilities

- * Act as a liaison and facilitator between the school and parents.
- * Partner with the school leadership to help understand the perspective of a diverse and engaged community on school matters
- * Represent parents within relevant meetings.

Experience and skills required

- * Willingness to become familiar with the School's policy and management rules to ensure the relevance of opinions and proposals.
- * Willingness to serve the School community in a constructive and collaborative manner.
- * A desire to partner with School leadership to help improve education at FIS



Commitments

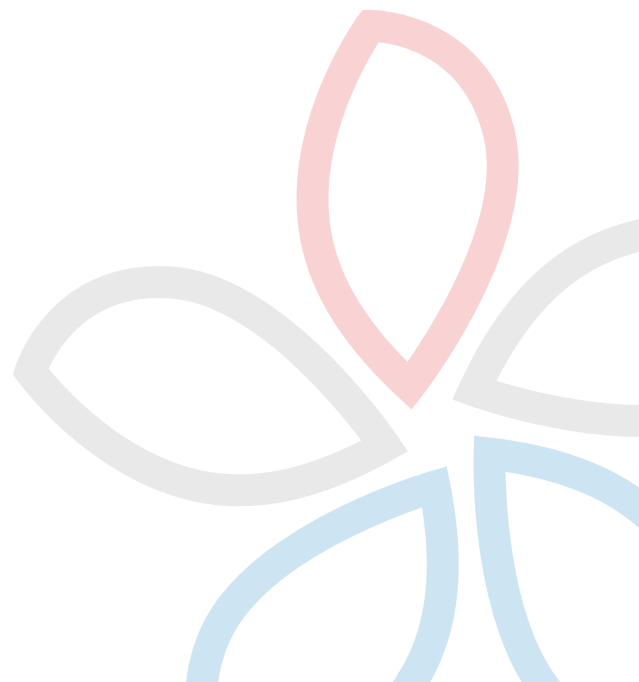
- * Commit to transparent relationships.
- * Commit to participating in relevant meetings.
- * Abide with the signed commitment letter of the parent representative (see below)

Term

Parent representatives are elected for one year

Role of the substitutes

Fulfilling the role of parent representative is an important task that requires a significant investment. To facilitate the distribution of tasks, each Representative can allocate a Substitute but note that only one of the two persons (Representative or Substitute) is authorised to participate in each meeting.



Commitment letter

As parent representatives, you will be asked to sign a commitment letter that reads as follows:

CONFLICT OF INTEREST

By agreeing to become a Parents Representative, you confirm that you will act in good faith for the benefit of FIS as a whole.

You must avoid conflicts between your personal interests and the interests of FIS and you further agree to disclose to FIS any facts that could be expected to involve or give rise to a conflict of interest or a potential conflict of interest.

You agree to refrain from proposing the professional services of your company or your firm for any work provided to FIS.

You agree not to accept personal benefits from third parties conferred because of your position.

You agree to resign from your position of Parents Representative with immediate effect upon your successful appointment as employee of FIS or as Board Director of FIS.

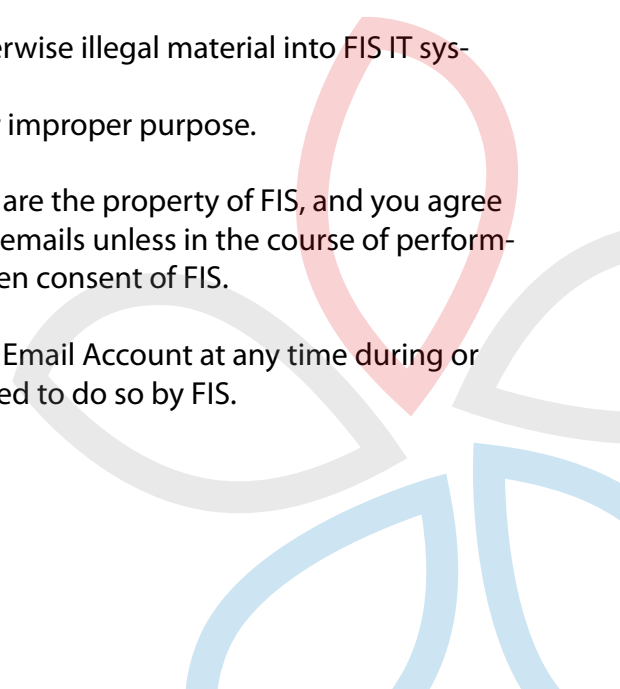
EMAIL ACCESS

As a Parents Representative, you will be provided access to Parents Representative email account(s) ("Email Account") through which you are expected to conduct all business related to your appointment as a Parents Representative. You must not:

1. use your personal email address for Parents Representative business;
2. (ii) use the Email Account for personal business;
3. (iii) introduce any virus or other similar harmful or malicious code, programs or data into FIS's IT systems through the Email Account;
4. (iv) introduce any libellous, defamatory, abusive or otherwise illegal material into FIS IT systems or onto the Email Account; or
5. (v) use the Email Account for any illegal, or other improper purpose.

All emails drafted, sent, or received using the Email Account are the property of FIS, and you agree not to make any copies, reproduce, disclose or publish such emails unless in the course of performing your duties or as required by law, without the prior written consent of FIS.

You further agree that you shall not delete any emails in the Email Account at any time during or after your tenure as a Parents Representative unless instructed to do so by FIS.



CONFIDENTIALITY

By agreeing to become a Parents Representative, you will be exposed, either before or during the term of your appointment, to confidential information and/or material relating directly or indirectly to FIS, its finances, pupils, staff, debenture holders and other members of FIS (whether as a group or an individual), and other categories of information and/or material, which is either commercially valuable to the School, privileged, proprietary in nature, or is not readily ascertainable or not generally known to the public (“Confidential Information”).

You must agree to keep all such Confidential Information and all matters discussed and information received by you at Council meetings, in the strictest confidence and to not reproduce, disclose or publish all these except as required in the performance of your duties, as required by law, or with the prior written consent of FIS’ Head of School.

Your confidentiality obligations will remain in force even after the termination of your tenure as Parents Representative.

If you have previously entered into a confidentiality agreement with FIS, the obligations set out herein take precedence over that agreement.

PERSONAL DATA

By agreeing to act as a Parents Representative, you agree that FIS may collect, hold, and process information including personal data about you for reasons including, but not limited to, legal, personnel, administrative and management purposes.

FIS shall hold and process such information in strict compliance with the Personal Data (Privacy) Ordinance, Cap 486.

