

## Pre/Primary School

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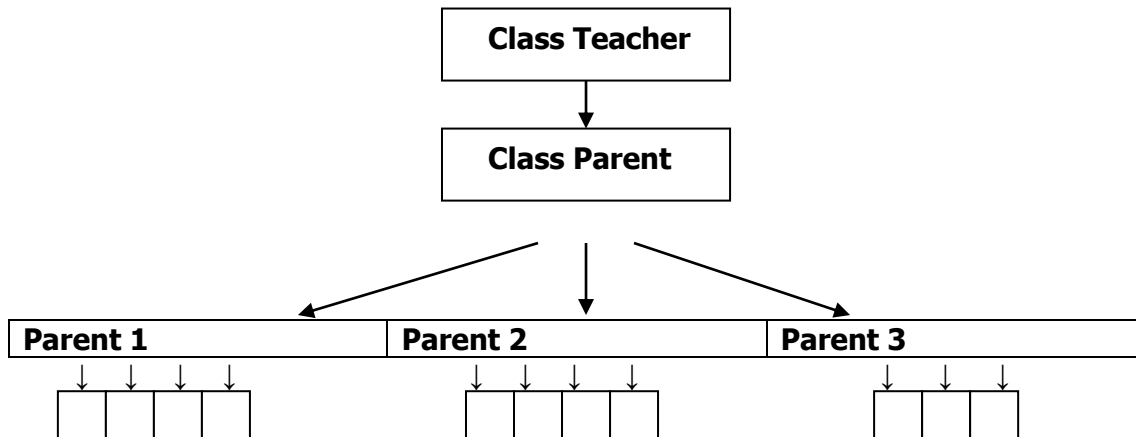
Dear Parents

We would like to tell you more information about the Class Parent and Emergency Phone Chain system that we have in school. The teachers will approach a parent from their class to be the Class Parent. The role of the Class Parent has developed over the years to include:

1. Welcoming new parents to the school and providing them with information
2. Assisting the teacher to organise class based activities
3. Compiling and updating Class Emergency Telephone Chain
4. Initiating the Class Emergency Telephone Chain
5. Liaising with the teacher to organise an event
6. Liaising with the PTA and attending a Class Parent Representative Meeting, usually once per term.

### *Class Emergency Telephone Chain*

This initiative has worked very successfully to improve communication. The Chain is compiled by the Class Teacher and it will look something like this. Each parent's number is placed on the Emergency Phone Chain and will receive a copy.



Parent 1, 2 or 3 will ring the Class Parent back if they cannot contact a parent.

### **When is the Emergency Telephone Chain Used?**

- The Class Emergency Telephone Chain is used if the school is closed by the Turkish Ministry for reasons such as heavy snow or icy road conditions.
- The Class Emergency Telephone Chain is also used if an important notice needs to be communicated to parents quickly.

*If you change your telephone number please inform your child's Class Teacher*

Yours sincerely,

Amanda Ilhan

Pre & Primary School Deputy Director

