

Jingumae International Exchange School



PTA HANDBOOK

4-20-12 Jingumae, Shibuya-ku, Tokyo 150-0001

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About PTA

【Objective】

The primary objective of Parent Teacher Association (PTA) is to help the school build an enjoyable and fruitful educational environment by facilitating a cooperative relationship between the parents and the school. As the school grows and the number of student increases, the PTA plays an important role in ensuring better communication, cooperation and coordination between parents and teachers in the raising and educating of students.

Parent involvement is not compulsory at JIES; nonetheless, we encourage our parents to participate in as many activities as they can because there is a lot to do for our students.

【Primary Activities】

The PTA contributes to the school through various volunteer activities. The PTA mainly focuses on helping the school with extracurricular activities such as school events, field trips, etc. The PTA also holds some fund-raising events to develop the school library and donates school supplies based on the school and the parents' requests.

【Members】

The PTA is consisted of all JIES parents and teachers. All PTA members are asked to contribute to the PTA activities as well as support the school.

【Board】

To operate the PTA activities and manage administrative works effectively, the PTA Board is formed to have seven primary functions as listed below. Members of the PTA Board are nominated in an open election process. Each member serves a one-year term.

- **President**
- **Vice President**
- **Secretary**
- **Health Coordinator**
- **Accountant**
- **School Lunch Coordinator**
- **School Representatives (from JIES staff)**

The PTA board members hold a monthly general meeting to plan and discuss those activities. They brainstorm about what can be done and decide on the main points and the outline of the activity plan.



School Events Requiring PTA Support

Event	PTA Election
Date	August 29
Time	16:00~ (After Parent Orientation)
PTA Meeting	August 29 - Wednesday (Library)
PTA's role	
<p>1) Introduce PTA positions and each duty</p> <ul style="list-style-type: none"> -President -Vice President -Secretary -Health Coordinator -Accountant -School Lunch Coordinator -School Representative (from JIES staff) <p>2) Carry on the duties into new members</p> <p>3) The new president writes an introduction letter by email and sends it to the school office within a week.</p> <p>The contents should include:</p> <ul style="list-style-type: none"> -introduction -new members -PTA contact information -request for PTA annual fee (10,000 yen) (set the due date) <p>*The email will be forwarded to all parents through the school office as the parents' email address cannot be disclosed.</p> <p>4) The accountant is in charge to collect the PTA annual fee from all parents. (check the PTA box by the school office sometimes)</p>	

Event	Family Picnic
Date	September 22
Time	11:00~13:00
PTA Meeting	First week of September
PTA's role	
<p>1) Decide the following thing at the PTA meeting</p> <ul style="list-style-type: none"> - Place (the Yoyogi Park) - Materials to be prepared (food, drink, picnic sheets, play tools etc) - Games <p>2) Assign tasks for PTA and the school</p>	



Event	World Teachers' Day Teachers are honored for their dedication by parents and children
Date	October 5
Time	15:00~15:30
PTA Meeting	September (Multi-Media Room)
PTA's role	
<ol style="list-style-type: none"> 1) Choose gifts for teachers 2) Prepare the gift with the PTA budget 3) Prepare a thank you card for each staff (ask children to make the cards) 4) Organize the event on the day in the playroom 	

Event	Family Fun Day Parents come to school and play various games with students and each others. It may be combined with Halloween Event. Students dress up as all manner of different monstrosities. There are different themed games and activities on offer for the students along with some trick or treating. The celebration takes around two teaching sessions. PTA organizes some food for students, teachers and parents.
Date	October 31
Time	13:20~15:10
PTA Meeting	October
PTA's role	
【Preparation】	
<ol style="list-style-type: none"> 1) Ask all parents for treat donation for the Family Fun Day Event (refreshment in the hallway). Check the ingredient with the school secretary. 2) Prepare candies and snack for trick or treat activity. Check the ingredient with the school secretary. 3) Decorate the hallway for Halloween the day before 	
【On the day】	
<ol style="list-style-type: none"> 1) Face Painting Help children get face painting. 2) Set up the refreshment corner in the hallway and do a server. 	



Event	Open House These are days for prospective families to come to the school and get information about the school, its programs and facilities. <u>Students and parents do not attend (No School Day).</u>
Date	November 23 / March 20 / June 8
Time	10:00~13:00 (PTA's part is 10:00~10:30 only)
PTA Meeting	N/A
PTA's role	
PTA member (basically the president) comes to present positive examples of the children's school life and answers questions from the prospective families.	

Event	School Festival (Jinsho's School Event: Matsuri) As part of the exchange activities, the PTAs of JIES and Jinsho organize a fundraising event open to the outside community as well as all JIES members. (Fund Raise Bakesale)
Date	December 1
Time	11:00~13:00
PTA Meeting	November
PTA's role	
1) Ask all parents for treat donation for bake sale 2) Ask all parents for volunteer for the day (bake sale staff, face painting staff) 3) Offer a face painting activity in JIES school building on the day (Free) 4) Organize the bake sale on the day	

Event	Winter Performance Students perform songs, dances, plays and a lot more at the end of Term 1.
Date	December 20
Time	14:00~16:00
PTA Meeting	November
PTA's role	
1) Help the staff make back-drops and ornaments for the stage. 2) Help children get face painting on the day	



Event	Japanese Culture Day
Date	March 1
Time	14:00~16:00
PTA Meeting	(Library)
PTA's role	
PTA help might be requested by the school. Ex: helping out the cooking corner, helping out the children dressed in Japanese Summer Kimono	

Event	Numeracy & Science Week Activities that promote numeracy & science skills and love of math and science are held. Parents may come to see the displays/exhibition.
Date	February 4-8
Time	depending on the day
PTA Meeting	N/A
PTA's role	
PTA help might be requested by the school.	

Event	Literacy Week Activities that promote reading and writing are held such as book fairs, costume parades, and story dramatizations. Parents may come to classes to read stories in English or in their own language and their involvement in other activities is also welcome.
Date	March 25-29
Time	depending on the day
PTA Meeting	February (Library)
PTA's role	
Donation for book fair PTA help might be requested by the school. Ex: cashier for book fair	



Event	International Children's Day
Date	April 20
Time	11:00~14:00 (Bake Sale: 12:00~14:00)
PTA Meeting	March
PTA's role	
1) Ask all parents for volunteer for the day (bake sale staff, face painting staff) 2) Ask all parents for treat donation for the bake sale 3) Offer a face painting activity on the day 4) Organize bake sale on the day	

Event	Year-end Performance Students perform songs, dances, plays and a lot more at the end of the school year.
Date	June 27
Time	14:00~16:00
PTA Meeting	May
PTA's role	
1) Help the staff make back-drops and ornaments for the stage. 2) Help children get face painting on the day	

Event	Year Book JIES provides year book for parents at the end of the year.
Date	June 27
Time	-
PTA Meeting	April~June
PTA's role	
1) Have a meeting for Year Book with the principal 2) Find sponsors for the year book to make the cost lower	

Event	Field Trips JIES provides field trips for all grades. (once a term for each grade)
Date	throughout the year
Time	as appropriate
PTA Meeting	N/A
PTA's role	
PTA help might be requested to accompany the field trip as assistants.	



Event	Fund-Raise Activities Raising fund to develop the school circumstances is one of the main objectives for PTA. PTA needs to hold the fund-raise activity a couple of times a year to achieve the year's objections.
Date	throughout the year
Time	as appropriate
PTA Meeting	as appropriate
PTA's role	
1) Think of Fund-Raise Activities 2) Prepare for the activities 3) Report the result to the school representative	

Event	Donation Activities When disasters happened in the world, donation activities might need to be held.
Date	as appropriate
Time	as appropriate
PTA Meeting	as appropriate
PTA's role	
1) Think of Donation Activities which are involving the whole students and staff. 2) Find a reliable organization that gather donation for the disaster. 3) Report the total to the school 4) Send the donation to the organization on behalf of the whole school.	