



**SHINAGAWA  
INTERNATIONAL  
SCHOOL**

# PTA HANDBOOK

4-8-8 Higashishinagawa, Shinkan Bldg. 3<sup>rd</sup> fl.

Shinagawa-ku 140-0002 Tokyo/JAPAN

Tel: 03-6433-1531 • Fax: 03-6433-1532

[shinagawa@sistokyo.jp](mailto:shinagawa@sistokyo.jp) • [www.sistokyo.jp](http://www.sistokyo.jp)



## 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 SIS; 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 SIS 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 SIS 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

<b>Event</b>	<b>PTA Election</b>
<b>Date</b>	
<b>Time</b>	
<b>PTA Meeting</b>	
<b>PTA's role</b>	
<p>1) Introduce PTA positions and each duty</p> <ul style="list-style-type: none"> <li>-President</li> <li>-Vice President</li> <li>-Secretary</li> <li>-Health Coordinator</li> <li>-Accountant</li> <li>-School Lunch Coordinator</li> <li>-School Representative (from SIS staff)</li> </ul> <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"> <li>-introduction</li> <li>-new members</li> <li>-PTA contact information</li> <li>-request for PTA annual fee (10,000 yen) (set the due date)</li> </ul> <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.</p> <p>(check the PTA box by the school office sometimes)</p>	

<b>Event</b>	<b>Family Picnic</b>
<b>Date</b>	
<b>Time</b>	
<b>PTA Meeting</b>	
<b>PTA's role</b>	



- 1) Decide the following thing at the PTA meeting
  - Place (the Yoyogi Park)
  - Materials to be prepared (food, drink, picnic sheets, play tools etc)
  - Games
- 2) Assign tasks for PTA and the school

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

<b>Event</b>	<b>Family Fun Day</b> 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.
<b>Date</b>	
<b>Time</b>	
<b>PTA Meeting</b>	
<b>PTA's role</b>	
<b>【Preparation】</b>	
<ol style="list-style-type: none"> <li>1) Ask all parents for treat donation for the Family Fun Day Event (refreshment in the hallway). Check the ingredient with the school secretary.</li> <li>2) Prepare candies and snack for trick or treat activity. Check the ingredient with the school secretary.</li> <li>3) Decorate the hallway for Halloween the day before</li> </ol>	

**【On the day】**

1) Face Painting

Help children get face painting.

2) Set up the refreshment corner in the hallway and do a server.



<b>Event</b>	<b>Open House</b> 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>
<b>Date</b>	November 13 / March 20 / June 8
<b>Time</b>	10:00~13:00 (PTA's part is 10:00~10:30 only)
<b>PTA Meeting</b>	N/A
<b>PTA's role</b>	
PTA member (basically the president) comes to present positive examples of the children's school life and answers questions from the prospective families.	

<b>Event</b>	<b>Winter Performance</b> Students perform songs, dances, plays and a lot more at the end of Term 1.
<b>Date</b>	December 13
<b>Time</b>	14:00~16:00
<b>PTA Meeting</b>	November
<b>PTA's role</b>	
1) Help the staff make back-drops and ornaments for the stage. 2) Help children get face painting on the day	

<b>Event</b>	<b>International Children's Day</b>
<b>Date</b>	November 20
<b>Time</b>	11:00~14:00 (Bake Sale: 12:00~14:00)
<b>PTA Meeting</b>	March
<b>PTA's role</b>	
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	



<b>Event</b>	<b>Japanese Culture Day</b>
<b>Date</b>	February 10
<b>Time</b>	14:00~16:00
<b>PTA Meeting</b>	(Library)
<b>PTA's role</b>	
PTA help might be requested by the school. Ex: helping out the cooking corner, helping out the children dressed in Japanese Summer Kimono	

<b>Event</b>	<b>Numeracy &amp; Science Week</b> Activities that promote numeracy & science skills and love of math and science are held. Parents may come to see the displays/exhibition.
<b>Date</b>	April 25-29
<b>Time</b>	depending on the day
<b>PTA Meeting</b>	N/A
<b>PTA's role</b>	
PTA help might be requested by the school.	

<b>Event</b>	<b>Literacy Week</b> 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.
<b>Date</b>	October 11-15
<b>Time</b>	depending on the day
<b>PTA Meeting</b>	February (Library)
<b>PTA's role</b>	
Donation for book fair PTA help might be requested by the school. Ex: cashier for book fair	



<b>Event</b>	<b>Year-end Performance</b> Students perform songs, dances, plays and a lot more at the end of the school year.
<b>Date</b>	June 17
<b>Time</b>	14:00~16:00
<b>PTA Meeting</b>	May
<b>PTA's role</b>	
1) Help the staff make back-drops and ornaments for the stage. 2) Help children get face painting on the day	

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

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





<b>Event</b>	<b>Fund-Raise Activities</b> 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.
<b>Date</b>	throughout the year
<b>Time</b>	as appropriate
<b>PTA Meeting</b>	as appropriate
<b>PTA's role</b>	
1) Think of Fund-Raise Activities 2) Prepare for the activities 3) Report the result to the school representative	

<b>Event</b>	<b>Donation Activities</b> When disasters happened in the world, donation activities might need to be held.
<b>Date</b>	as appropriate
<b>Time</b>	as appropriate
<b>PTA Meeting</b>	as appropriate
<b>PTA's role</b>	
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.	