

## Charter of Class Parent Representatives

Dear Parents,

Our heartfelt congratulations and sincere thanks for your commitment as Class Parent Representatives. Your availability and willingness to take an active part in the life of IFS are truly valuable in strengthening the bond between families, teachers, and the school community.

To best support you in your role, we invite you to read the Class Parent Representatives' Charter, which outlines the framework and spirit of this essential collaboration — one built on trust, attentive listening, and mutual respect.

With our deepest gratitude for your dedication,

D. Binan  
Proviseur

### 1 Mission of the Class Parent Representatives

Class Parent Representatives play a **unifying, mediating, and communicative** role within the school community. They serve as a bridge between the other parents of the class and the teaching team — including the head teacher in Secondary, the school administration, the parent representatives on the Conseil d'Ecole (for Primary), and the parent representatives on the Conseil d'Etablissement.

Their mission is to foster dialogue, understanding, and cooperation among all members of the school community, ensuring that information circulates clearly and respectfully in both directions.

#### Their mission is structured around four key areas:

- Communicating within the class community — among parents, teachers, and the school leadership — in order to ensure that everything runs smoothly and harmoniously.
- Conveying parents' views and concerns to the teaching team, when necessary, and during meetings of the conseils de classe in Secondary.
- Informing parents about all the resources available to help them follow school life — such as online parent portals, the Parent Committee, canteen menus, and extracurricular activities.
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- Preparing together with the Parent Committee, for the Conseils d'Ecole in Primary School, the Conseils du Second degré, and the meetings of the Conseil d'Etablissement.

Class Parent Representatives are supported in their mission by the parent representatives serving on the Conseil d'Ecole and on the Conseil d'Etablissement (Parent Committee). They may seek their advice and assistance whenever they encounter a difficulty in carrying out their duties or are unsure how to approach a particular situation.

This network of collaboration and mutual support ensures that every parent representative feels accompanied, empowered, and confident in fulfilling their role for the benefit of the entire school community.

E-mail : [comparents@ifs.edu.sg](mailto:comparents@ifs.edu.sg)

#### Important Reminder

Class Parent Representatives do not act on behalf of their own child or children. Their mission concerns the entire class and represents a genuine commitment to the wellbeing and harmony of the whole class community.

Their role is one of collective service — guided by fairness, discretion, and a spirit of unity.

## 2 Communication within and on behalf of the class

### 2.1 Within the class

Class Parent Representatives serve as a vital link between the teaching team and the parents. They meet or contact, whenever necessary, the class teachers in Primary or the head teacher in Secondary, in order to obtain information, seek clarification, and help resolve any potential difficulties.

If they deem it necessary, the Class Parent Representatives may also reach out to the Primary School Heads, the Secondary Deputy Principals, and/or the Parent Committee.

In case of a difficulty, a meeting with one or more members of the school leadership and/or the teaching staff may be arranged.

Parent Representatives should only intervene with teachers on collective matters — issues or concerns shared by several families in the class — or, in certain cases, in support of an individual situation, if the parents concerned request their assistance and have been unable to establish a direct dialogue with the teaching team.

It is in everyone's best interest to avoid letting any situation deteriorate, as most misunderstandings can be resolved through calm, timely, and discreet communication. A thoughtful and measured approach often leads to the first steps toward understanding and resolution.

## 2.2 With the Parent Committee

To relay, when necessary, information from the class parents to the Parent Committee.

## 2.3 What to Communicate

To prevent the spread of rumours or unfounded statements, please ensure that you only share with the parents of the class information that has been officially provided by the Parent Committee or by IFS.

# 3 Preparation for School Governance Meetings

Before the meetings of the Conseil d'Ecole, the Conseil du Second degré, and the Conseil d'Etablissement, the Parent Committee may, if it deems necessary, send a **questionnaire** to all concerned parents.

This questionnaire is based on general topics of interest raised beforehand by the Class Parent Representatives and aims to provide an overall view of parents' expectations.

The results will be shared with the school leadership in an anonymous and collective format. Class Parent Representatives are encouraged to motivate parents in their class to complete the questionnaire, for example through WhatsApp reminders or other communication channels.

The Parent Committee is committed to providing feedback on the questions raised and to sharing the information received during the Conseil d'Ecole, the Conseil d'Etablissement, and discussions with the leadership.

Depending on current needs and school events, this feedback may take the form of a quarterly summary meeting or an email update summarizing the various questions and the responses provided by the school leadership.

All meeting reports, including responses to parents' questions, are published on EDUKA for consultation by the school community.

# 4. For Secondary: preparation and attendance at conseils de classe Meetings

The schedule for the conseil de classe meetings of the first two trimesters, and of the first semester for the final cycle, is available at the beginning of the school year (see Pronote). The schedule for the third trimester and the second semester for the final cycle depends on the class level and the end-of-year examinations.

The dates and times of the conseils de classe meetings are communicated to the appointed Parent Representatives before each meeting.

## 4.1 Objectives of the conseil de classe

The Conseil de classe meets three times a year, or twice a year for the final cycle. Based on the projected report cards, the Council reviews both the overall profile of the class and the academic progress of each student, in order to take stock and provide guidance to help each student improve their work and learning.

During the school year and at its conclusion, the Council also examines the family's requests regarding orientation and the recommendations made by the teaching team, for the relevant levels.

It considers all additional information and formulates a provisional decision regarding promotion to the next grade, repetition of the year, or a specific orientation pathway (depending on the level and individual case).

This recommendation is then confirmed as the official decision of the Principal.

If parents disagree with the decision made by the conseil de classe, a meeting may be arranged with the Head of School or their Deputy.

If the disagreement persists, parents have the right to appeal.

The Appeals Commission meets at the beginning of July, under the chairmanship of the Cultural Cooperation and Action Counsellor of the French Embassy.

## 4.2 Preparation for the conseil de classe

**With families** : Before meeting with the head teacher and attending the conseil de classe, the Parent Representatives contact the families in their class to gather useful information and feedback in preparation for the meeting.

**With the head teacher** : Before the conseil de classe meeting, the Parent Representatives meet with the head teacher to share the information and feedback gathered from the parents of the class.

## 4.3 During the conseil de classe

The role of the Parent Representatives is threefold:

1 To present to the Council questions of general interest, which have been previously discussed with the head teacher.

(For individual issues, families are encouraged to make an appointment directly with the subject teacher or the homeroom teacher, rather than waiting for the conseil de classe.)

2 To provide, when appropriate, any additional information that may help the Council better understand certain situations or difficulties encountered by students.

3 To take notes during the meeting in order to respond later to any questions that may arise from the parents.

Parent Representatives are bound by a duty of confidentiality.

They must not share with the parents of the class — or with anyone outside the meeting — any details discussed during the review of individual student cases, whether in written or verbal form.

All personal information concerning a student (such as family circumstances or matters relating to private life) is strictly confidential and must not be disclosed outside the Council. Similarly, the individual opinions or comments expressed by members of the conseil de classe are not to be communicated.

Moreover, Parent Representatives are strongly advised to wait until the families have received the report before sharing any information. Providing partial or incomplete information could lead to misunderstanding.

Reports are available on Pronote two days after the conseil de classe meeting, and IFS does not issue paper versions.

## 5. Other roles that Class Parent Representatives may undertake

Class Parent Representatives may also **stand as candidates** in the elections organized by the school:

- (For Primary School parents): to become Parent Representatives on the conseil d'École (*up to 15 full members and 15 alternates*).
- (For all parents): to become Parent Representatives on the conseil d'établissement (*up to 6 full members and 6 alternates*).

Any Primary School parent may serve as a Parent Representative on the conseil d'École. Any parent may serve as a Parent Representative on the conseil d'établissement.

## 6. Rules and support

### 6.1 Proper use of Class Parents' Contact Information

To comply with the Personal Data Protection Act (PDPA), you must only share information that is directly related to class life.

Under no circumstances may the contact details provided to you be used for personal, commercial, or promotional purposes.

### 6.2 Communicate!

If you do not receive any feedback from parents, please inform both the parents of the class and the Parent Committee.

It is important for parents to know that everything is going well when that is indeed the case. Also, share updates about the ongoing projects led by the Parent Committee — some parents may wish to get involved or may have specific skills or expertise that could be valuable to the initiative.

Encourage parents to take part in the life of IFS — a vibrant, caring, and inclusive school community that listens to everyone!

Wishing you a wonderful year as Class Parent Representatives, and thank you once again for your commitment!