



Dear Parent,

Assalamualaykum,

I hope you are all well and happy with how our academic year has been progressing so far. As you know, AMAB has been enjoying a range of successes over the last year and many of you have contributed and witnessed our numerous good news stories. I would like to invite you to now join our Parent Committee. As a Principal, I am keen on changing the way we work with our parents and truly embracing a community spirit and increasing parental engagement.

In this regard, we will be requesting nominations from the 3rd December 2017 to form our new Parent Committee. Nomination entries will last **one week**. We are looking for parents who can commit time once a month and are bilingual. Please find below a brief summary of the roles and expectations below.

Overview

The purpose of the Parents' Committee (PC) is to provide a structure through which parents/guardians of children attending Ta'allum Group schools, can work together to provide the best possible education and school environment for the students. It may advise the Principal and the Board of Management in matters relating to the school.

Aims of the Parent Committee

1. To assist in furthering the Mission, objectives and Learner Outcomes of the school
2. To provide a forum to inform and consult parents regarding school policy, plans and activities
3. To communicate parents' views on such issues
4. To be part of the wider Ta'allum Group Parents' Committee, from time to time working on joint initiatives with other Ta'allum Schools Parents' Committees
5. To promote the national vision of the country and in so doing prepare students for future leadership

Role of the Parents Committee

The PC promotes the involvement of parents by endeavoring to support students, teachers and parents on an ongoing basis. In planning its activities, the PC consults with the schools Parents Committee Senior Leader (PCSL) who is the Principal of the academy, and Bi-annually with representatives from the Board of Management. **The Parents Committee will not be involved in matters relating to the internal administration of the school.**

The Work of the Parents' Committee

1. Monthly meetings will be held by the PC where activities will be discussed and planned in consultation with the wider parents' group
2. A schedule of meetings will be published on the school website at the beginning of the school year
3. The PC is responsible for seeing that activities are run efficiently and effectively
4. The PC maintains effective communication with the school through PCSL
5. The PC reports on its work at the Annual General Meeting and by publishing meeting agendas and minutes to all parents
6. The PC manages and accounts for any funds collected by its fundraising activities ■ The PC may, at its discretion, establish sub committees for whatever specific purpose it deems necessary. Each sub-committee should provide a monthly update to the PC.

It is not the role of the PC or its officers to pursue a complaint on behalf of an individual or a group of parents. However, in the case of a parent approaching the PC with a concern, they may refer the parents to the school's complaints procedure.

Further details about the constitution can be found in our Parent Committee Constitution Policy which is on our website (<http://boys.almahaacademy.com.qa/About-Us/School-Policies>)

We are seeking to fill the following vacancies:

Chair person
Deputy Chair person
Secretary
Treasurer
Sub-Committee
Co-ordinator
Public Relations Officer
Supporting Officers

Kindly find the application form in the link below:

<https://goo.gl/4HN2br>

I look forward to your applications and even more forward to our next PC meeting.

Yours Sincerely,

Shuja Uddin.