



DEUTSCH-SCHWEIZERISCHE INTERNATIONALE SCHULE
GERMAN SWISS INTERNATIONAL SCHOOL | 德瑞國際學校



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Klassenpflegschaft (KPR) - Class Representatives



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1. Definition and objectives of the KPRs

A KPR is an elected representative by the parents of a class

Objectives of the KPR

- To facilitate the flow of the information between parents, teachers, staff and school management
- To encourage the exchange of constructive ideas and enable positive working relationships between the parties
- To communicate any concerns regarding general class or school matters to school management
- To promote a sense of community

2. Responsibilities of KPRs

- Promote parents' engagement to ensure that the school and families are working together in an educational partnership that is based on mutual trust and respect, and shared learning and nurturing goals
- Proactively and enthusiastically gather parents' views
- Represent and communicate parents' views, ideas and concerns to teachers and school management
- Attend meetings called by school management and the KPR departmental secretary
- Keep parents informed of discussions and decisions at the departmental, school managements, and Board levels

2. Responsibilities of KPRs (cont'd)

- Maintain good communication and working relationships with other KPRs and the relevant departmental secretary
- Operate discretely and maintain confidentiality at all times

What are KPRs not responsible for?

- The resolution of concerns or disputes regarding individual students or teachers. Such issues should be addressed directly with the class teachers or with the school management.
- Taking over surveys without involving the school. Surveys within the school community require the professional guidance of the management.
- KPRs do not have the task of acting as election assistants or election campaigners in preparation for general meetings of the Association.

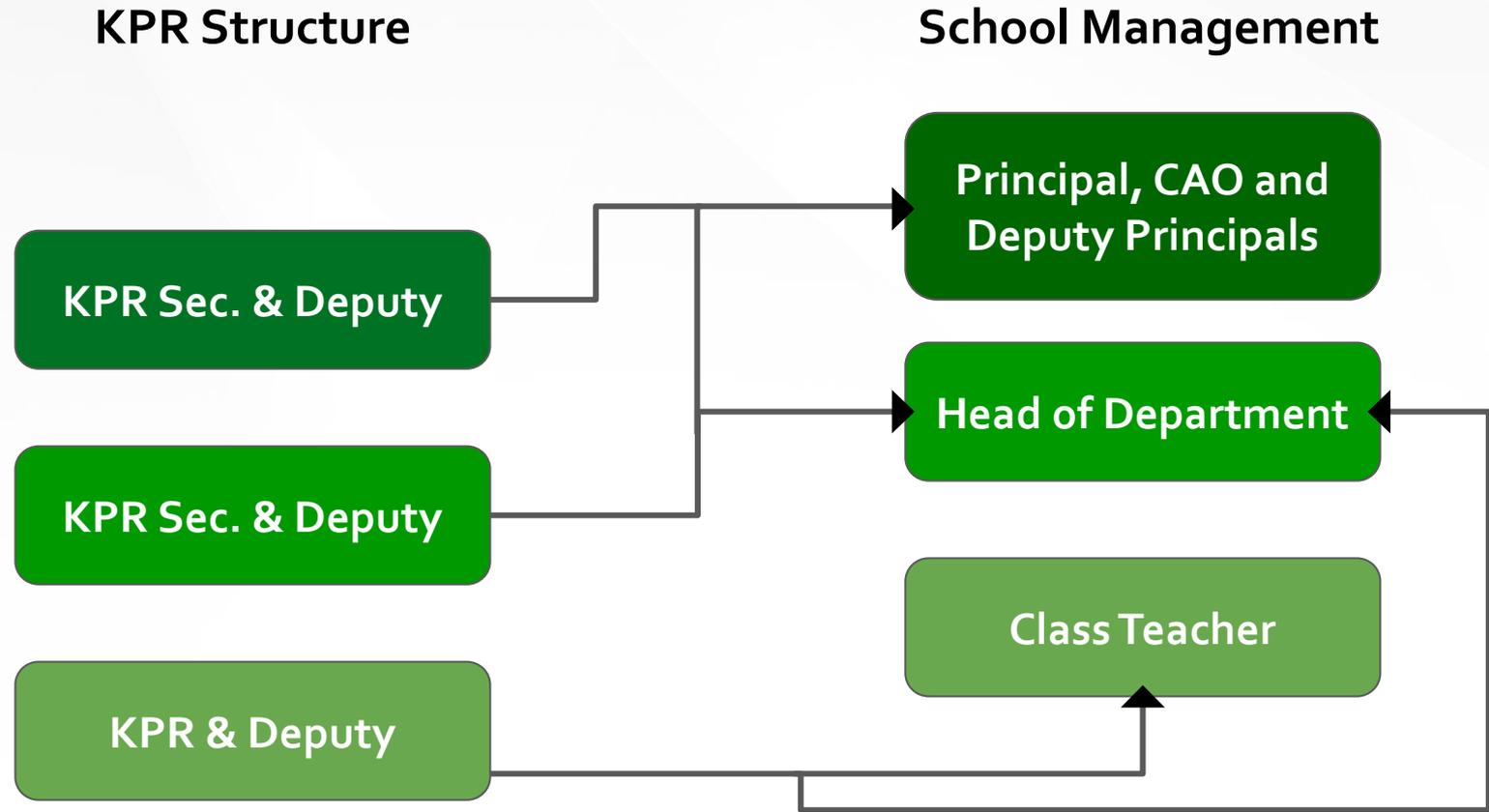
3. Responsibilities of KPR Secretaries

- To coordinate the information flow of the KPRs within their Department
- To coordinate meetings between the KPRs within their Department and their Departmental Heads
- To maintain the ongoing information flow and exchange of ideas between the KPR Secretaries of all faculties
- To attend regular meetings with the school management and with the other KPR secretaries
- To keep the KPRs of his/her department informed of the discussions and decisions taken at the school management and board levels

4. Responsibilities of the school towards KPRs

- To ensure ongoing information flow between the school management, the teachers and the KPRs
- To encourage the exchange of constructive ideas and enable positive working relationship between the parties
- To call and hold regular meeting with the KPRs according to defined meeting structure (Department level, school level)
- To attend to the matters raised by the KPRs, discuss them internally and give feedback to KPRs about school position and actions planned in a timely manner
- To involve KPRs in projects or discussions on topics of strategic importance for the school, the children and the parents

5. KPR Chain of Command



6. Meeting Structure

| Formal Meeting | Participants on parents' side | Lead/Organiser on parents' side | Lead/Contact on school's side | Frequency * |
|-----------------------|--|---------------------------------|-------------------------------|--------------------|
| Parents Meeting | All parents of the class | Class KPR & Deputy | Class Teacher | 1-2 times annually |
| KPR Meeting | All KPRs within the Department | KPR Secretary of the Department | Department Head & Deputy | 2-4 times annually |
| KPR Secretary Meeting | All KPR Secretaries (of all departments) | Head KPR Secretary & Deputy | Principal & Deputies | 2-4 times annually |

* Meeting frequency can be arranged according to specific needs of each department

7. Why you should become a KPR?

- Gain a better understanding of the school dynamics
- Through direct involvement, help determine and shape the school agenda
- Influence the school's approach to and decisions on important operational and pedagogical matters
- Bring a parents' perspective to make the school a better place for the children



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