



## **Phoenix Private School PTA Policy 2025-2026**

**Phoenix Private School, Doha – For Students and Staff**

**Effective Date:** September 2025

**Approved By:** Principal

**Next Review Date:** September 2026

# Phoenix Private School PTA Policy 2025-2026

## 1. What is the PTA?

The **Parent–Teacher Association (PTA)** strengthens the partnership between home and school. It brings staff, parents, and friends together to support Phoenix Private School, working collaboratively toward shared goals.

The PTA actively supports the **school’s mission, vision, and values**, ensuring initiatives reflect the identity and ethos of PPS. By doing so, it creates opportunities for students to learn, grow, and develop academically and personally.

All parents and school community members are encouraged to participate. The PTA respects the **ethos, diversity, and inclusivity** of our community in all activities and events.

## 2. Purpose of the PTA

- Strengthen connections between parents and the school.
- Foster collaboration for the benefit of students.
- Support school priorities through initiatives, events, and fundraising.

Every parent is a member, and every contribution enriches student learning opportunities.

## 3. Examples of What the PTA Can Do

- Provide creative ideas and incentives to inspire the school community.
- Support safeguarding, wellbeing, and academic priorities.
- Promote achievement of the **school’s mission, vision, and values**.
- Fundraise for events, courses, or resources aligned with the school development plan.
- Share expertise and unique opportunities for students and parents.
- Build local and international partnerships.
- Volunteer during events (Sports Day, International Day, Graduation Ceremonies).
- Encourage STEM-related initiatives and competitions.
- Promote global citizenship through cultural exchanges, charity work, and sustainability projects.
- Enhance communication between parents and the school.
- Act as ambassadors for Phoenix Private School in the wider community.
- Contribute to **career development** via mentorship, workplace visits, and professional insights.

## 4. Examples of What the PTA is Not

- A forum for complaints — concerns should follow the school communication tree.
- Merely a fundraising body.
- A channel for influencing decisions for personal gain.
- An organisation led by one group — collaboration between parents and staff is essential.

## 5. PTA Structure and Roles

Title	Members	Role
Co-Heads of PTA	One parent + One staff	Oversees PTA operations, ensures communication, financial transparency, and professional integrity.
Co-Chairs	One parent + One staff	Lead planning, identify opportunities, and coordinate events.
Treasurer	Parent	Monitor finances, maintain records, and collaborate with Finance Office.
Secretary	Parent	Take minutes, prepare agendas, organise meetings.
Members	Parent	Participate in meetings, support events, and join sub-groups (social media, publications, resources).

## 6. Heads of PTA Authority

- Cancel, postpone, or ban events endangering wellbeing or cultural values.
- Freeze assets if funds/resources are misused.
- Remove any PTA member if necessary.
- Ensure funds are used effectively for student wellbeing.

## 7. PTA Members' Rights and Responsibilities to maintain a respectful, safe, and supportive community:

Rights	Responsibilities
Treated with compassion and respect	Treat others with sensitivity and respect
To be themselves	Value differences and treat others fairly
Safe (physically & emotionally)	Ensure the safety of others
To be heard	Listen actively and communicate calmly
Communicate responsibly	Use technology respectfully
Expect property to be safe	Respect school property and belongings
Express opinions appropriately	Respect and consider others' views

**Active members:** Ensure children's safety during events and maintain confidentiality.

## 8. Establishing and Recruiting the PTA

1. **Initial Invitation:** Previous PTA Heads/ Co-Chair email parents to express interest.
2. **Interest Confirmation:** Form the core committee.
3. **Role Assignment:** Allocate responsibilities based on skills, experience, and interests.

## 9. PTA Meetings and Communication

- Monthly PTA meetings to discuss vision, plans, and direction.
- Sub-groups meet separately for specific initiatives/events.
- Clear, consistent communication with Heads/Co-Chairs is essential.
- Final decisions require agreement of **both Co-Chairs and Heads**.

### Communication Channels:

- Official communication via **email** (key members included).
- WhatsApp groups may be used by Parent Chair for broader communication.

## 10. Safeguarding

All PTA members must follow school safeguarding procedures.

### Key Rules:

- No adult (except staff/child's parent) alone with students.
- Always stay in public areas with children.
- Adults must not use student bathrooms or transport children without permission.
- Report concerns to trained staff immediately.
- Do not physically touch children (except own).

### Social Media Rules:

- Do not photograph or post images of children who are not your own.
- Do not discuss students, parents, or school operations online.

## 11. Finances and Fundraising

### Fundraising Guidelines:

- Only PTA parents/community members may fundraise.
- All funds are held by the Treasurer.
- Fund allocation requires Heads and Co-Chairs approval.

- Spending must align with cultural values and MOE regulations.
- Charity donations must be to officially registered charities in Qatar.

#### **PTA Funds:**

- Funds held at school with Finance Officer.
- Treasurer maintains QR 2000 petty cash (replenished as needed).
- All expenses require receipts and logging.
- Spreadsheet maintained for transparency (view-only for members).

## **12. Complaints about the PTA**

- **First Contact:** PTA Co-Chairs.
- **If Unresolved:** Escalate to Heads of the Committee.