PPS PTA Policies and Procedures

2026-2027

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

Effective Date: August 2026

Approved By: Principal & Governing Body

Next Review Date: August 2027

1. **Mission, Vision, and Values**

Mission:
To develop future leaders who are able to make positive changes throughout the world. We challenge today to create a better tomorrow.
Vision:
To prepare a generation of Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.
Values:

- Perseverance
- Honesty
- Originality
- Enrichment
- Nurturing
- Inspiration
- eXcited to learn

PTA Policies and Procedures

What is the PTA?

PTA stands for Parent-Teacher Association. The PTA exists to provide closer links between home and school and it is an excellent way to bring staff, parents and friends together socially in support of the school, working towards a common goal. All parents and members of the school community are encouraged to get involved, even if they only have a small amount of time available. The PPS PTA is extremely conscious of the ethos and diversity of our school, and we try very hard when organising and planning events to respect this.

The Purpose of the PTA

The PTA is formed to have closer contact between parents and school. It is designed to allow the community to work together to achieve common goals for the students of our school. The PTA is an essential part of our school. All parents are members and everyone's contribution is highly valued. The work of the PTA underpins the whole school. Financial support from PTA events and initiatives enables us to create a richer learning environment for our students.

Examples of what the PTA can do:

- Provide ideas and incentives to stimulate the school and the students
- To support the school with their safeguarding, wellbeing and academic priorities
- To promote and encourage parents and students to achieve the Learning Results through community activities and gatherings beyond the school.

- To fundraise money to help fund specifically chosen events, courses or resources the benefit the students and that are in line with the school development plan
- To share expertise and allow parents to provide unique opportunities for students, and teachers to provide opportunities for the community
- To support the school in developing community links with local and international organisations as well as other schools in Doha for unique opportunities
- To volunteer to support with staffing during events, such as Sports Day
- To bring parent expertise into the school to allow students to learn about different aspects of life or career possibilities.

Examples of what the PTA is not:

- The PTA is not a sounding board for complaints. Complaints are made via the communication tree set out in the school handbook.
- The PTA is not just a way to make money
- The PTA should not be used by either teachers or parents to influence the other in order to achieve one's personal goas or benefit their individual children or situation.
- The PTA should not be solely led by the parents or teachers, but all members should work with each other

Structure of the PTA

Title	Members	Role
Head of PTA	Deputy Principal	To oversee the smooth functioning of the PTA, and to be responsible for ensuing regular and clear communication, transparency in finances, and to ensure the professional integrity of the members.
Co-Chairs	Member of Staff and a parent	To lead effective planning and leadership of members. To identify opportunities and support the organization and implementation of these opportunities.
Treasurer	Parent	To monitor the flow of money effectively, and to use the money in line with the direction of the Co-Chairs. To keep records and update the PTA spreadsheet with all expenses in collaboration with the School Finance Office
Members	Parents and staff	To participate in meetings, support during events, engage parents and students, etc. Members will be divided into sub-groups such as social media, publications, resources, etc.

Head of PTA's Authority:

- To stop, postpose or ban any event that is deemed to be a danger to the emotional or physical wellbeing of the students, or that is against the cultural values of Qatar.
- To freeze any assets if there is a concern in any way over how the funds/resources were gathered, or their uses.
- To withdraw the role of any other member of the PTA, both staff and parent, if the Deputy Principal deems it necessary to do so.
- To use any funds effectively for the wellbeing of students.

Members' Rights and Responsibilities

- Members have the right to be treated with compassion and respect. They have the responsibility to be respectful of and sensitive to the feelings of others.
- Members have the right to be themselves. They have the responsibility to treat each other with fairness, courtesy and respect, because each is different from the other and each is special.
- Members have the right to be safe both physically and emotionally. They have the responsibility to maintain the safety of others.
- Members have the right to be heard. They have the responsibility to listen to the ideas of others and to communicate calmly and clearly.
- Members have the right to communicate together. They have the responsibility to use technologies (including social networking sites) responsibly by not disrespecting any other member or the school.
- Members have the right to expect that their personal and communal property will be safe and secure. They have the responsibility to respect the school building, school equipment, other members' property and their own personal belongings.
- Members have the right to learn about themselves. They may express their feelings and opinions appropriately without being interrupted. They have the responsibility to respect the feelings and opinions of others.
- Active members involved in events are asked to ensure the safety of children as a priority and retain an appropriate level of confidentiality i.e. we don't talk about other people's children or their behaviour.

Establishing and recruiting for the PTA

1. The Deputy Principal will send an email of interest to parents and staff.
2. Once the interest is established, the Deputy Principal will form a committee of both parties to interview for 'Co-Chairs'.
3. The Co-Chairs will be appointed by the Deputy Principal, based on factors including the committee feedback.
4. The Co-Chairs appoint the parent Treasurer.
5. The Co-Chairs arrange communication methods and arrange Term 1 meeting.

Meeting Schedule

The PTA should aim to meet once per Term to discuss the vision and direction of the community. As well, individual smaller groups should meet to plan specific events or ideas. Not all members need to be present for these events, but clear communication with Co-Chairs is essential, and no final decisions can be made without both Chairs agreeing.

Communication

Official communication should be done via email, with a group being formed and all key members being involved. The WhatsApp groups can be used for the Parent Chair to communicate with the larger groups of parents.

Safeguarding

All members must adhere to safeguarding measures set out by the school. Any event that involves or includes students must follow safeguarding procedures.

All members must read the safeguarding policy before involving themselves in such events.

Specifically:

- No adult should be alone with a student if they are not a member of staff (or their own children).
- When with children, always stay in public and keep doors open.
- No adult should use student bathrooms under any circumstances.
- No adult should offer to take a child home (or anywhere) without specific permission from the child's parents
- If a member is concerned about a child, they must notify a member of staff who has safeguarding training.
- No adult should touch a child in any way, including hugs etc., if they are not their own children.

*This is not an exhaustive list, and PTA members should refer to the safeguarding policies of the school.

Safeguarding and Social Media

Members should not:

- Take a photograph of, or post on social media, any image of a child that is not their own
- Talk about aspects of students, parents or the workings of the school

Finances and Fundraising

Fundraising

Due to Ministry rulings, all fundraising should be done by the parents and community of the PTA, and not the school, or any employed member of PPS.

Fundraising must follow these guidelines;

- Any money raised will be held by the Treasurer. This must be a parent and not an employee of the school.
- All money will be allocated by the PTA through meetings, and confirmed in minutes. Both the Deputy Principal and the co-chairs must agree how and when the money will be spent.
- Any funds spent on the students/school must adhere to the cultural values of Qatar and the MOE circular mandates.
- Any money spent on a Charity must be an officially registered charity in Qatar and should be declared by the Ministry Officer in school to the MOE.

PTA Funds

- PTA funds will be kept at school with the School Finance Officer
- The Treasurer will have QR 2000 petty cash at all times; to be toped-up when necessary
- Receipts for all expenses must be collected and recorded in the PTA Financial Records Folder.
- The Treasurer must create and regularly update an expenses spreadsheet that will be shared, for viewing only, with all PTA members and the School Finance office. Only the Treasurer will have editorial rights
- Both the Treasurer and the School Finance Office will hold identical copies of the PTS's Financial Records, for transparency and MOE purposes.

Making a complaint about the PTA

The first contact should be the Co-Chairs of the PTA. However, if this is not appropriate, or this has been done without a satisfactory outcome, then complaints should be made to the Deputy Principal.