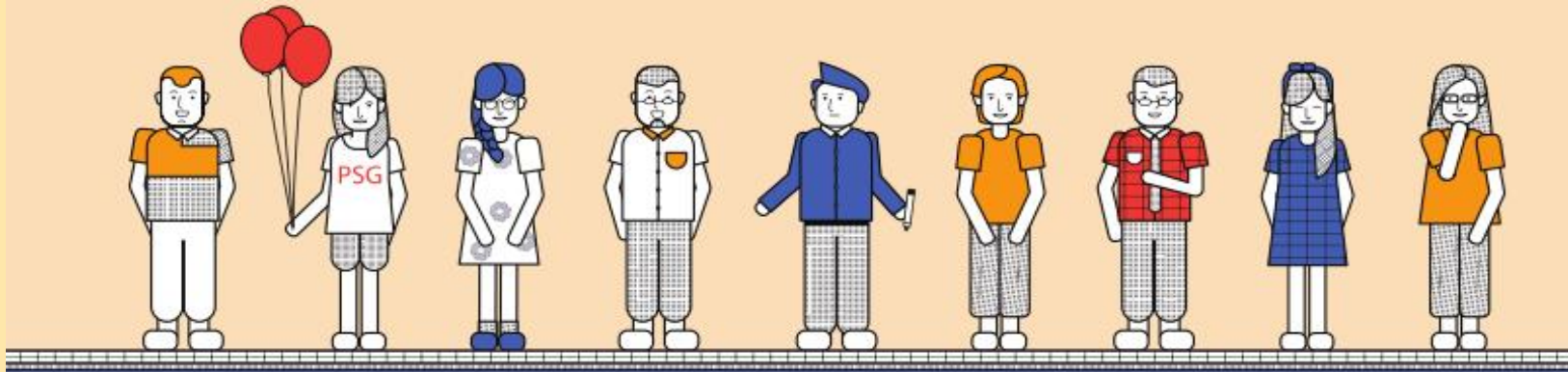


SHARING ON THE PSG ONLINE GUIDE

PARENT SUPPORT GROUPS

A How-to Guide By Parents For Parents



Introducing Our Team Members

"The idea for this online resource came up in a conversation I had with a fellow COMPASS member three years ago. We want other PSGs to be effective and help schools better engage parents."



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TAN MOON
COMPAS

NAFISAH BTE
MD MAMUN
SUHEIM
COMPASS
Member



"THE RESOURCE CONTAINS THE BEST, TRIED-AND-TESTED PRACTICES, WITH PSG LEADERS AND VOLUNTEERS FROM DIFFERENT SCHOOLS POOLING THEIR RICH AND VALUABLE EXPERIENCES TOGETHER."

Tio Chong Heng
COMPASS Member

"WORKING ON PSG ONLINE RESOURCES HAS BEEN AN EYE-OPENER. I HAVE RECEIVED TIPS FROM PSG MEMBERS BASED IN OTHER SCHOOLS, AS WELL AS FEEDBACK ON THE IDEAS I CONTRIBUTED."



Christine Sim
COMPASS Member

ices with
other PSGs,
ne another,
and



"By sharing experiences with fellow parents from other PSGs, we can learn from one another, benefiting both PSGs and schools. Sometimes new ideas are generated."

DENNIS CHAN, COMPASS Member

"Through my PSG work, I have become more connected with my children in our conversations about their school experiences, programmes, friends and teachers."



TAN MOON CHONG,
COMPASS Member



**How did the
conceptualisation of
online resources
come about?**

“

Many queries on setting up and sustaining PSG....

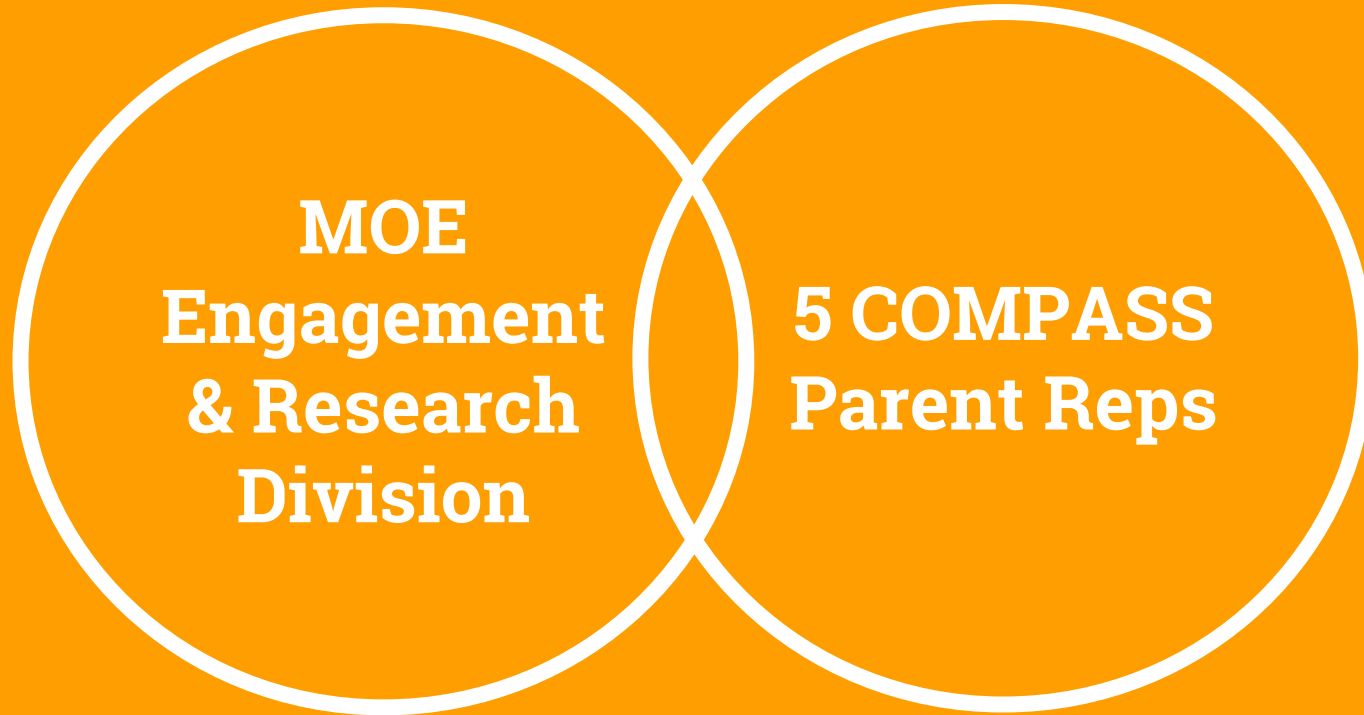
“How do we start a PSG when many of us
are inexperienced?”

“How do we recruit members?”

“What is the structure we need to
establish for our PSG to run well?”

“How do we manage difficult members?”

OUR TEAM



**MOE
Engagement
& Research
Division**

**5 COMPASS
Parent Reps**

“

With this aim in mind....

- ✓ Consolidating innovative ideas
- ✓ Common platform for sharing
- ✓ Speed up learning curve of new PSGs



**What do we hope to
achieve by making
the Guide available
to all PSGs?**



4S GOALS

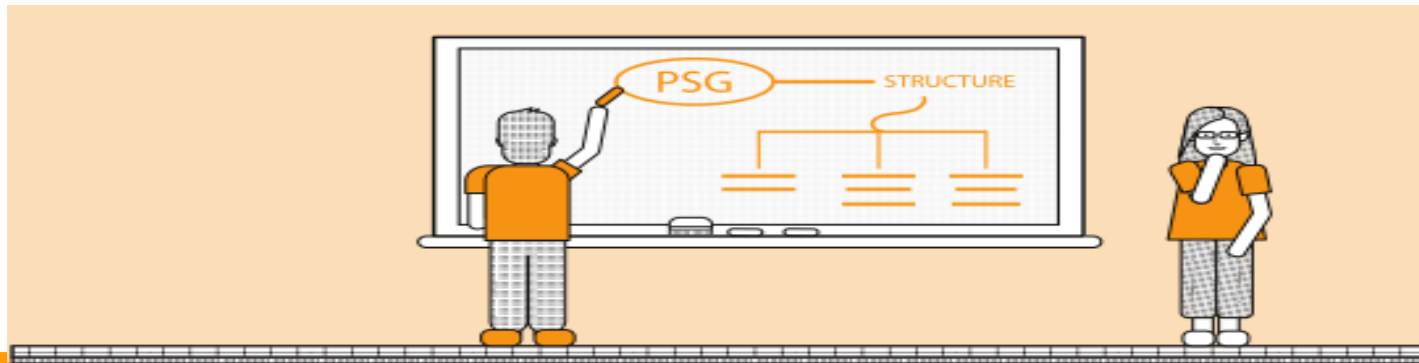
- **S**streamlining organisation and implementation aspects of PSG
- **S**upporting new PSGs in setting up the team
- **S**haring tips and guidelines on ways of sustaining PSG
- **S**ource which is central for everyone



**How can the Guide
be used by PSGs?**

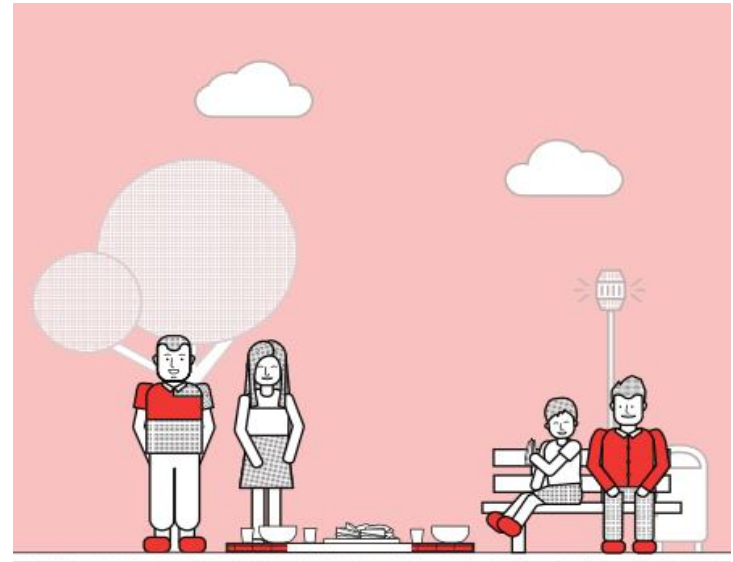
STARTING UP NEW PSG

- EXCO – roles, structure & objectives
- Setting goals for the year
- Planning calendar of activities
- Examples of programmes for parental involvement
- Ground rules of engagement for parent volunteers



ESTABLISHED PSG

- Ideas for expanding scope of activities
- Working templates
- How to start up / enhance Fathers@School programmes
- Expanding pool of PSG members & parent volunteers
- Renewing PSG leadership
- Alternative sources of funding for activities

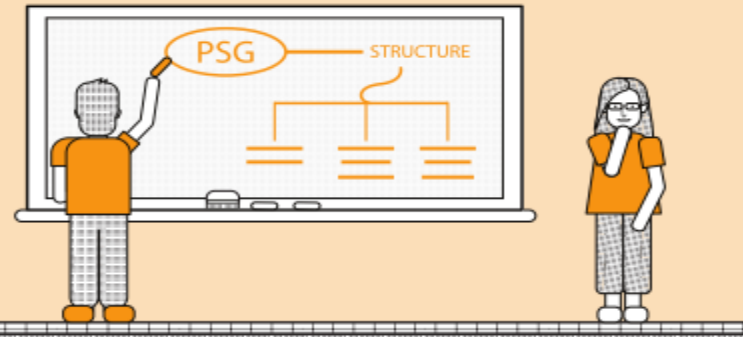




**How is the Guide
organised and what
is the focus of
each segment?**

Setting Up a PSG

The first step to setting up an effective PSG is to be clear about the role of a PSG, its structure, the ways a PSG can contribute to the school, and when to start planning and running PSG events.



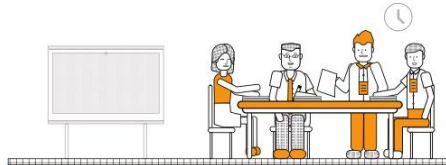


1.3 Dos and Don'ts of PSGs

When we come together in the PSG, we have to remember to balance our own needs and ideas with the needs of the school, other parents and all the students of the school.

DOs

- Follow the school's rules and respect the authority of the school.
- Promote and participate actively in the school's programmes for the benefit of all children.
- Communicate with the school on specific needs of the child, if any.
- Provide constructive feedback to the school through official channels (e.g. dialogue sessions, PSG meetings).
- Respect the views and comments of fellow members.
- Project a positive image of the school when volunteering at school or PSG events.
- Dress modestly when volunteering at school events.
- Seek members' permission before adding members to any chat or social media group, and keep their personal contact details confidential.



Do's and Don'ts of PSG

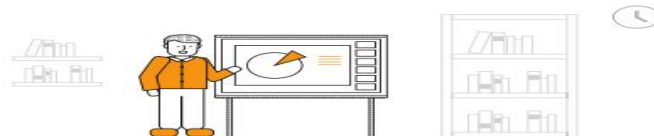
1.5 Drawing Up a Work Plan

It is good to draw up an annual work plan to ensure a good spread of activities throughout the year. An effective PSG work plan is aligned with the school's strategic thrusts and calendar. The PSG EXCO should also discuss the work plan with the PSG Advisor and school leaders.

The work plan should include:

- A brief description of events/programmes for the year
- The number of parents required for the events/programmes
- A timeline to brief parents on the various events planned for the year

A sample PSG work plan can be found on pages 50-51.



Drawing up a Work Plan

1.4 Structuring the PSG

Forming an EXCO

It is useful to have an Executive Committee (EXCO), regardless of how big or small, young or mature our PSG is. The EXCO helps to oversee all PSG efforts and is the main point of contact with the school staff.

A Possible EXCO Comprises:

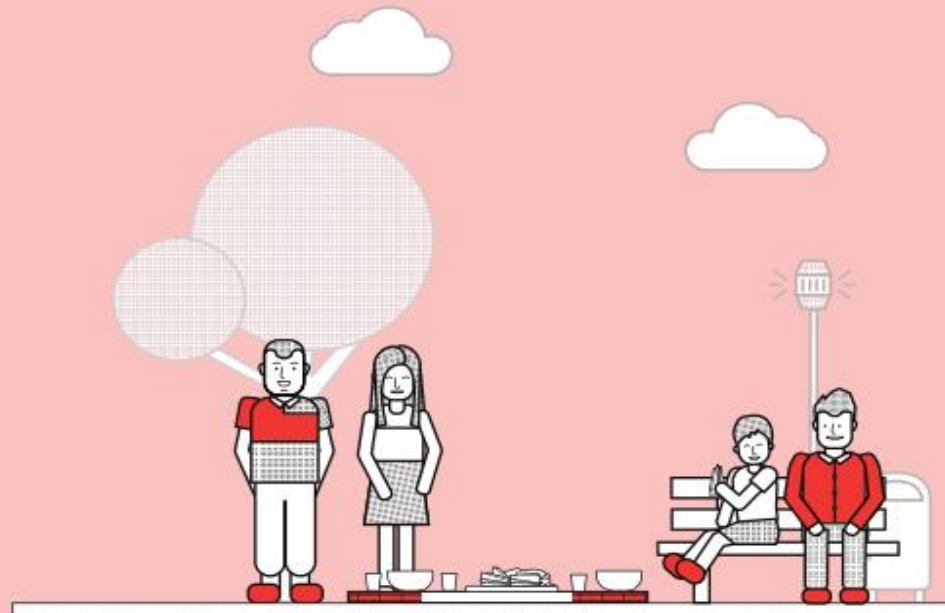
- a) Principal or Vice-Principal (as Advisor)
- b) Partnership Teacher-in-charge
- c) Chairperson
- d) Vice-Chairperson
- e) Honorary Secretary
- f) Honorary Treasurer
- e) Project Co-ordinators (optional)

Terms of Reference are useful in defining how the PSG works and its purpose. A sample Terms of Reference can be found in the in pages 47 - 49.

Structuring the PSG

Sustaining Involvement

Once the PSG has been started, we can focus on sustaining the PSG by increasing the membership and building the relationships within the PSG.





2.1 Recruitment and Outreach

Every PSG needs to grow their membership. New parents who join the school each year can be part of the PSG community. Here are some tips to guide your efforts in reaching out to parents and recruiting them:



Reach Out Personally

The most common reply parents give when asked why they do not volunteer is that "nobody asked". Invite parents personally to join the PSG, and keep interactions with parents positive and hospitable to make them feel welcomed and included.



Involve them Progressively

Begin with activities that require low involvement, like family events, and engage parents through social media, emails, and other different ways, bearing in mind that not all parents are tech-savvy. Over time, they will be more open to volunteer and join the PSG.



Understand their Needs and Interests

This allows you to meet their needs and match them to opportunities to contribute to the school. For example, new parents need information, so the PSG can provide them with facts about the school, the school calendar, class schedules, and PSG activities.



Be Visible

The PSG has to be visible in school, especially during events. Visibility allows the PSG to share about their work with other parents, raises awareness of the PSG, and provides PSGs with the opportunity to understand parents better.

Sustaining membership :
recruitment & outreach

2.3 Communicating with Schools

Regular communication with the school helps to build the mind-set that the PSG is part of the school, and enhances the contributions that PSGs can make.



Sustaining relationship :
communicating with schools

2.5 Running Events and Activities

We have a big part to play in enriching our children's school life, whether we collaborate with the school for key school programmes, or organise parent-centric activities. The activities and programmes that we plan should aim to:



Support the child to enrich his/her learning in school



Support the school to strengthen school-based activities



Support the teachers to bring out the best in our children



Support other parents in the parenting journey

Running events
and activities

Planning for the Future

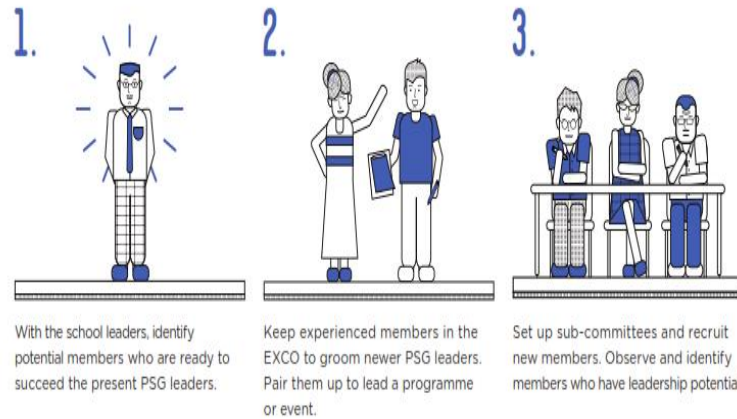
As the PSG stabilises and matures, we encourage members to aspire towards a shared vision, organise themselves to make collective decisions, and take action to achieve their vision.





3.1 Succession

A succession plan ensures that new leaders are ready to take over when an experienced team graduates from the PSG. A succession plan consists of three stages:

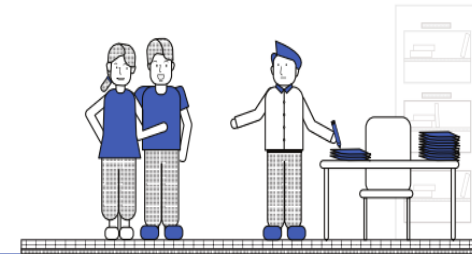


Succession Plans

3.2 Identifying The Next Generation of Leaders

SELECTING THE PSG CHAIRMAN

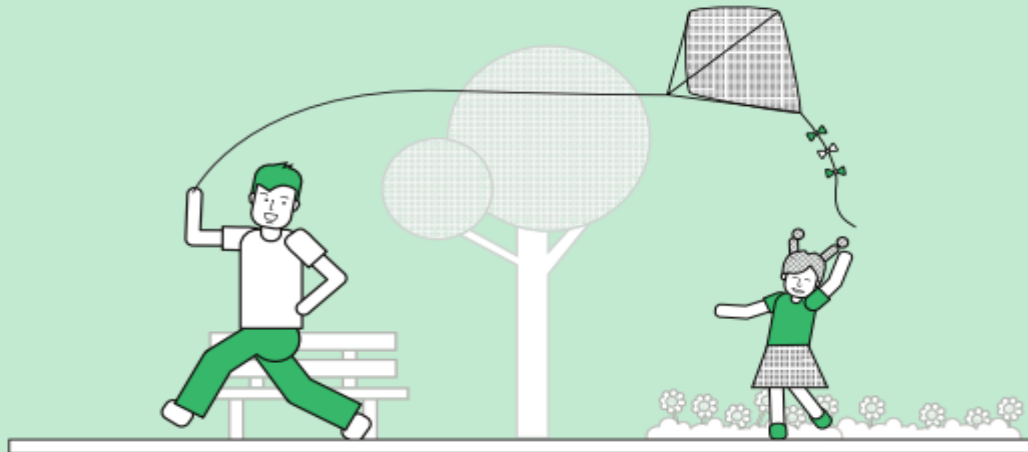
- It is highly recommended for the Chairperson to have at least two years of experience in the PSG before taking on the role. The Chairman should be someone who can relate and manage the parents in the PSG.
- PSG leaders should be chosen based on factors such as the ability to lead and manage, their passion and commitment to serve, the ability to influence and inspire members and their interpersonal skills.
- PSG leaders should be positive and focus on building relationships with the school and PSG members.
- It is possible for a person who has not served for a long time in the school to be recommended by the school leaders if he/she demonstrates exceptional qualities that are needed in a PSG leader.



Selecting the PSG Chairman

Specific Interest Groups

The stages of running a PSG can also be applied to a specific interest group, e.g. graduated parents' group, fathers' group, reading mothers' group, working mothers' group. In this section, we will look at how interest groups, like Fathers' Groups, can work with PSGs and the schools.

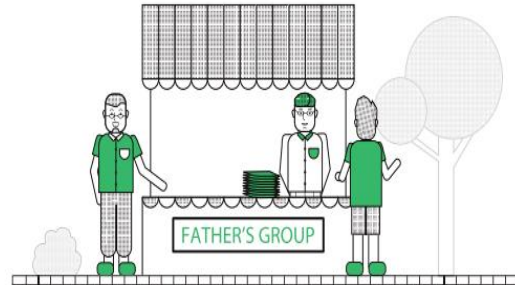




4.2 Working with the PSG and the School

Interest groups should address an identified need that is aligned with the overall direction of the PSG, and should always be a part of the PSG. There should not be competition between the PSG and the interest group(s) for resources, such as volunteers or facilities. One way to ensure this is for the interest groups to create their work plan together with the PSG and the school, to ensure all activities are aligned with all stakeholders.

As membership of the interest group grows, it is suggested that the more experienced members of the group mentor the newer volunteers.



Working with the PSG and school

4.4 Types of Activities

It is important that the special interest group plans activities that serve the objective it was created for. For instance, the Fathers' Group is meant to encourage fathers to be actively involved in their child's life, promote father-child bonding and strengthen father's role in families.

Here are some examples of activities that Fathers' Groups use to achieve their objectives.

a) Build in Father-Child Elements Into Usual PSG Activities

With ice-breaking activities, fathers can bond with their children, and reinforce better fathering skills. One activity can be for a father-child pair to step on a piece of newspaper that is folded in half with each successive round until the newspaper is so small that the father will have to carry his child. Highlight the importance of better fathering by telling fathers that spending time with their children is important.

b) Consider the One-Father-One-Child Policy

In order to make the father-child event effective, consider allowing only one child per father for each event so the child may enjoy undivided attention from the father. You can also organise events that involve the whole family. Do make sure the father knows that he should be actively interacting with his child during the event and not leave him or her solely to the mother.

c) Develop Signature Activities for the Fathers' Group

Brand a few special activities as the school's or Fathers' Groups' signature activities, e.g. annual Father-Child Orientation Camp for new students. Having signature activities raises the profile of the Fathers' Group while benefitting the children by helping them to settle in a new environment.

Recruitment and Outreach



**How has PSG
evolved over
the years?**

EVOLUTION OF PSG

Supporting
School
(Events &
Activities)

Supporting
Other
Parents

Setting up
of Interest
Groups



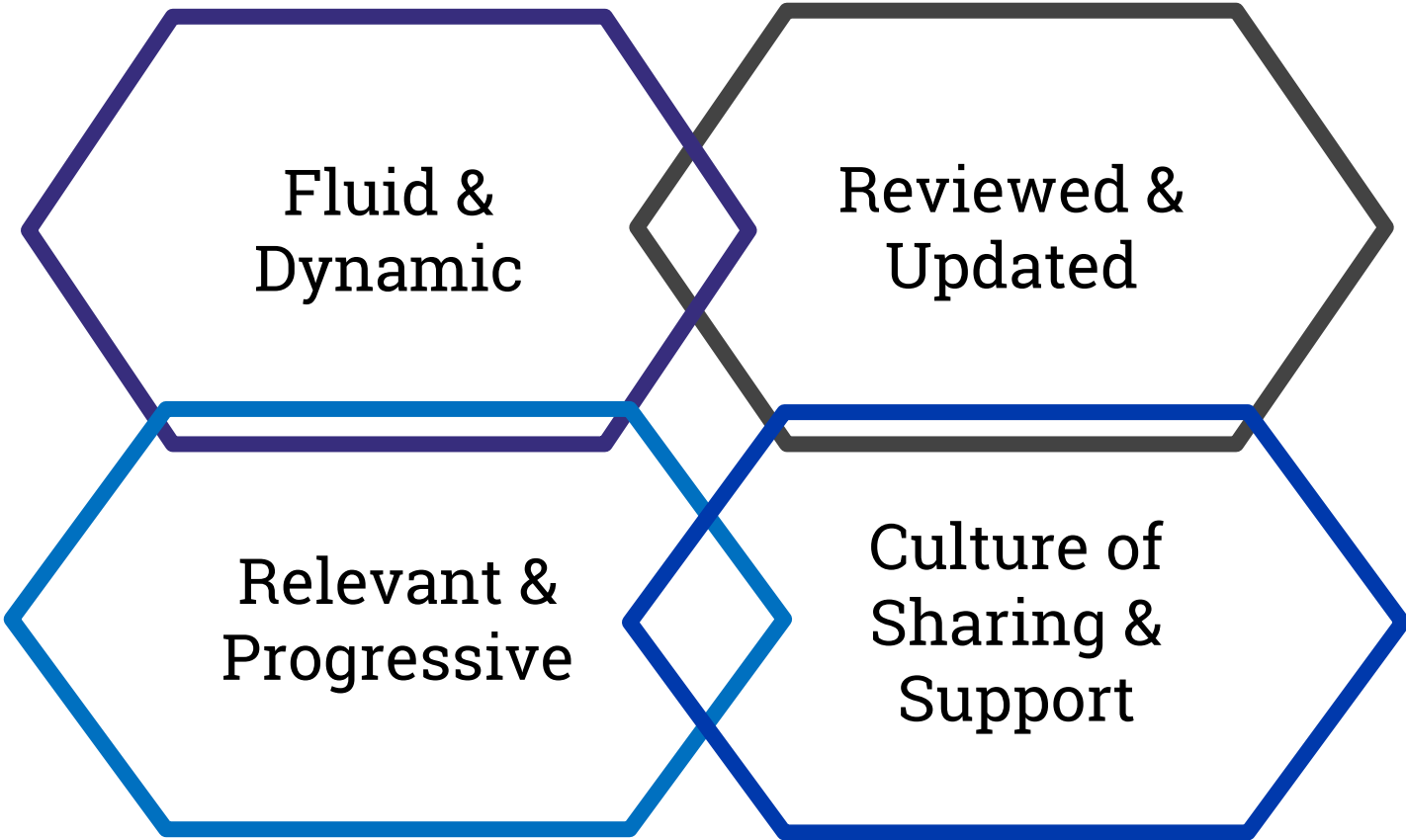
COLLABORATIVE
COMMUNITY



Since this is a platform for sharing,
will the Online Guide be periodically
updated as you discover more
good practices & ideas in existing PSG?

How do I contribute effective or best
practice that works in my PSG?

NEXT STAGE.....



BY PARENTS.
FOR PARENTS

*Support
one another*