



Haileybury Almaty

Haileybury  
Parents' Association

# The Haileybury Parents' Association Guide





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# Content

Introduction	4
Lines of Communication	6
The HPA in Haileybury Almaty	8
HPA Constitution	10
FAQs	20





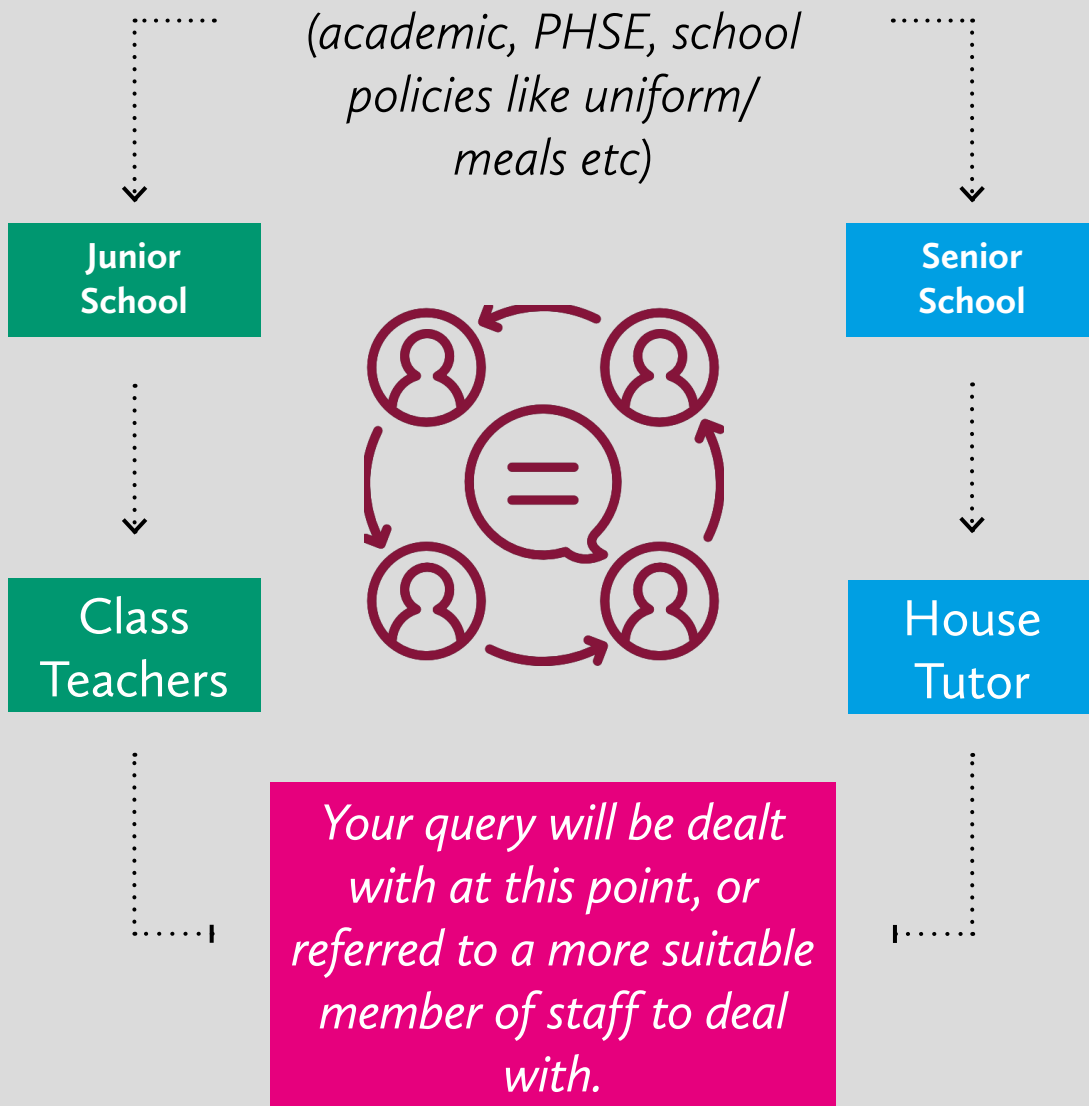
# Introduction

The school works to keep our community well informed of the events surrounding Haileybury Almaty and our children. *Class Teachers (JS) and Form Teachers (SS)* are your main line of communication and they play a central role in your child's school life.

- They know your child well.
- If necessary, they will be able to direct you to the correct person to satisfy any query or concern.
- The progress of each pupil at the school is carefully monitored by them.
- They serve as an important link person between school and home, looking after the overall welfare of your child/ children.
- At Haileybury Almaty we value the contribution parents can make to the school and we want your time as a parent to be as rewarding for you as it is for your child. To this end we have established a formal Parents' Association, known as Haileybury Parents' Association (HPA). This is a clearly defined structure, governed by its own constitution, which exists simply to provide valuable **social interaction** for parents. It is run by parents, for parents, and is supported by Senior staff. The HPA offers a wonderful way to meet other parents, support each other and our staff, and to contribute in creating the best **possible environment** for our children.

# Lines of Communication

Queries or concerns about your child  
(academic, PHSE, school policies like uniform/ meals etc)







## Social Events for Parents



House Representatives  
for the HPA



Core Committee HPA



*As the HPA is run by parents for parents, there will be many events created to meet in informal and formal environments to exchange views and experiences.*

# The HPA in Haileybury Almaty

## Vision and Function

Our parents are recognised as key stakeholders in the School's life, and thus the HPA is a formal body organised and run by parents, for parents. Its primary goal is to make your tenure here as parents as enjoyable as possible and to work seamlessly with the School to organise events from dinners to quiz nights and coffee mornings to charity events. This is not a fund-raising body for the school, and any charges to parents will simply be to cover expenses of the more extravagant events. The HPA is governed by its own constitution.

## The Committee

At the start of each academic year, any parent wishing to put themselves forward as a Committee Representative should approach either an existing Rep, or their Head of House (HH). Final choice on Rep selection will be made by the Officers of the committee and the HH in joint agreement. All selected Reps agree to serve the HPA committee under a code of conduct.





15th Anniversary

HAILEYBURY AT  
GUEST



## Code of Conduct

We, the members for HPA Committee are committed to the following rules of conduct:

- demonstrate by our example and conduct that we respect the school and strengthen its image among parents;
- take seriously our responsibility and enthusiasm for tasks set for us by the school;
- treat all members of the HPA committee equally and their opinions and suggestions with the same respect, regardless of their social, financial, racial or other differences;
- not post any information, messages, videos, photos, or anything else that does not apply to the work of the school in any house chats or email correspondence;
- treat each other and talk about things in a friendly and positive way;
- do not discuss or use abusive language in meetings or in school chats with representatives of the class or other parents at school;
- only criticize a decision or suggestion made by another representative or parent if we have a good working suggestion to make;
- make suggestions and keep our discussion in a constructive and concise manner;
- do not discuss political, religious topics during HPA Committee meetings and or HPA related social platforms and or chats;
- each member hereby acknowledge that his/hers/their position does not give any priorities, benefits with regards to the school;



- each member shall respect lines of communications set by the school, and do not serve as mediator or representative for any parent in its capacity as HPA Committee member;
- each member of the HPA Committee hereby acknowledges responsibilities associated with his/hers/their position and commits to actively participate minimum at 90% scheduled meetings and one school and one house event per term;
- each member shall respect and follow rotation system set by the HPA Constitution, i.e. 2 year term holding Officer position and 3 year term holding House representative position. Each member shall do its best to actively recruit and assist in transition for his/hers/their successor;
- each member understands that preference for any successor shall be based on such persons engagement prior to election, i.e. active members of House working group shall be preferred to join the HPA committee, each such choice shall be made objectively, notwithstanding any personal relations, social, financial, racial qualities;
- Officers for the HPA shall be elected among existing members of HPA committee, via secret ballot (to preserve objectivity of the choice) not later than April 15 th of the last term, to give an opportunity for smooth transition period for new officers, i.e. to be able to join meetings with the school and to familiarize with existing protocols and procedures;
- Officers of the HPA have the right to raise question with a respective Head of House of re-electing another House representative in place of anyone who does not comply with these rules.

## Code of Conduct for House Chats

We, the parents of Haileybury Almaty School, are committed to the following rules of conduct:

- demonstrate by our example and conduct that we respect the school and strengthen its image among parents;
- take seriously our responsibility and enthusiasm for tasks set for us by the school
- treat all members of the group equally and their opinions and suggestions with the same respect, regardless of their social, financial, racial or other differences
- not post any information, messages, videos, photos, or anything else that does not apply to the work of the school in any house chats or email correspondence
- treat each other and talk about things in a friendly and positive way;
- do not discuss or use abusive language in meetings or in school chats with representatives of the class or other parents at school;
- only criticise a decision or suggestion made by another representative or parent if we have a good working suggestion to make;
- make suggestions and keep our discussion in a constructive and concise manner;
- do not discuss political, religious topics in the school house chat.

The moderator of the chat has the right to exclude from the group any parent who does not comply with these rules.



## Meetings

Formal Committee meetings are held once a term, with an Annual General Meeting (AGM) at the end of the school year to disclose financials for the year, to say goodbye to serving Reps, to welcome new Reps and to elect the Chair, Treasurer and Secretary, if necessary.

## Type of events

Small events such as coffee mornings or supper evenings can be organised by Reps purely for their own House, in liaison with the Head of House. Larger events involving the whole school can be organised by the main committee and organised via a sub-committee. These can be annual or biennial events such as formal dinners around themes or Balls. Reps work with the HHs to support the chosen House charities. The HPA may also host an informal drinks evening, annually for staff.

## Funding

The school will make a small contribution per parent each term, to fund activities through the year.

The Haileybury Parents' Association (HPA) is formed in recognition of the emerging role that parents play in the modern independent school. The full constitution is detailed below:

### **Aim**

To enhance the parent experience and to engage in activities that support the School, with particular focus on social events involving parents, to which pupils and staff are welcome.

### **Membership**

Membership is available to all parents of pupils currently in the School. Apart from the Staff Representative; teaching staff, pastoral staff, administrators, and pupils are not actually members, but can be invited to attend meetings where appropriate.



## Finances

Whilst the HPA is not established as a fund raising organisation, it requires monies to support its activities. Any surplus funds generated will be used to fund projects that benefit the whole school and its houses. The school makes a donation for each parent every term. This helps to fund activities and administration and to cover the shortfall arising from the events it organises.



## Committee

The Committee of the HPA shall be comprised as follows:

- A minimum of one Junior school and one Senior school representative are selected/invited by Heads of House (HHs) and Officers of the Committee.
- Staff Representative; a senior member of staff selected by the School.
- The Committee shall have three Officers who are elected at the AGM; All officers may be elected from parents who are willing yet are not necessarily House Representatives.

The Committee shall have the power to:

- Co-opt any member of HPA for a specific task.
- Appoint sub-committees.
- Organise and run functions on behalf of HPA.
- Receive and make any disbursement on behalf of HPA.

The Committee shall meet once a term with discretionary sub-committee meetings where appropriate. Quorum at Committee meetings is 6 and votes are by majority with the Chair having a casting vote.



## HPA Committee

### Three Officers (*non-House Representatives*)



### *Parent Representatives*



House Representatives have a tenure for a maximum of 3 years. This limit on tenure will not apply in the first six years of HPA's life to ensure a degree of continuity on the Committee. The aim is that approximately one third of the Committee will retire each year.

The Chair will serve a maximum term of two years. The offices of Secretary and Treasurer, which are elected at the AGM, will have no limit on their tenure.

Others may attend Committee meetings at the invitation of the Committee (for example an HH or other member of staff).

*The Committee  
will not interfere  
in or comment  
on school policy  
decisions.*



Minimum notice for a Committee meeting is 14 days.

**The Committee will not interfere in or comment on school policy decisions.**

### **Annual General Meeting (AGM)**

An AGM will be held annually on a date to be fixed by the HPA Committee. The AGM will elect the Officers and review accounts. Each family has one vote and the Chairman holds a casting vote.

Alterations to the HPA Constitution can only be made by resolution at either an AGM or a specially convened general meeting.

Minimum notice of an AGM or special general meeting is 14 days.

# FAQs



## *How do I become a member of the HPA Committee?*

If you are interested in becoming a House Rep, you simply put yourself forward to your Head of House. The Head of House will then invite a minimum of two parents (one with a Junior School child and one with a Senior School child) to represent the House.

## *How much time is involved in being a committee member?*

The committee meets once a term as a whole body. Other than this you will organise a couple of House events each year with your fellow House representatives. You can participate further on the organisation of larger, whole school events, if you wish but you can decide on this at the time and as you feel your own time commitments permit.

## *Do I need any particular skills to be a committee member?*

You just need to be willing and able! If you wish to stand as treasurer, you may want some basic book-keeping skills.

## *How does the HPA pay for events for parents?*

The school contributes a small sum per parent each term, to fund activities through the year.



### *Does the HPA raise funds for school projects?*

No! This is not a fund-raising organisation, it is simply a group formed to enhance parents' experiences while their child is being educated at the school. If there are any surplus funds at the end of the year, the HPA can donate gifts back to the school for the enjoyment of all.

### *What kind of events are organised?*

House Reps can organise House events such as coffee mornings, casual dinners, quiz nights etc. The whole committee may choose to organise one or two larger events for all parents in the school, such as a black-tie dinner, a ball, a summer BBQ and suchlike.

### *Are our children invited to the events?*

The idea of the HPA is for the social interaction of parents and guardians. The school itself will offer many other opportunities for events that include the children.

# Contact Details

## Haileybury Almaty



### Haileybury Almaty

**Chair HPA**

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**Treasurer HPA**

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**HPA**

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## Find us on Social Media



Haileybury-Almaty



@haileybury\_almaty



HaileyburyAlmaty



@HaileyburyKZ



HaileyburyAlmaty









*HPA on the website*



# Haileybury Almaty

[www.haileybury.kz](http://www.haileybury.kz)

## Educating future leaders



HaileyburyAlmaty



@haileybury\_almaty



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@HaileyburyKZ



HaileyburyAlmaty

*Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the schools to share this commitment.*