



Parent Teacher Organisation

The Parent Teacher Organisation(PTO) is a volunteer committee comprising Acorns staff and parents who work together to support the Acorns community.

Inspiring & Empowering

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Acorns Vision

To inspire and empower each other to achieve our personal best.

Acorns Mission

To build an accessible, inclusive learning community of global citizens that pursues academic excellence in a holistic, inquiry-based environment that develops lifelong learners with the attributes to shape a better and more peaceful world.

Acorns Core Values



IB Learner Profile



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.	OPEN-MINDED We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
KNOWLEDGEABLE We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.	CARING We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
THINKERS We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.	RISK-TAKERS We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
COMMUNICATORS We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.	BALANCED We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
PRINCIPLED We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.	REFLECTIVE We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

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Parent Teacher Organisation Policy

1 Purpose

The Parent Teacher Organisation (PTO) is a volunteer organisation established to support the welfare of the Acorns community – students, families and staff.

PTO aims to welcome all families in the school community, help school stakeholders stay connected, creating a convenient way for school staff and parents to work together to support students' learning experience in a friendly and inclusive environment.

2 Scope

The PTO is an excellent way to bring together parents, teachers and others to support the school and its proposed growth and expansion. At the beginning of the academic year, the new PTO will establish the goals for the upcoming academic year and work in line with the school calendar to accomplish them.

These goals may include, but are not limited to:

- Supporting the involvement of parents and or/guardians during school events or projects.
- Induct new family members and students to Acorns.
- Appreciating and supporting staff and students throughout the year.
- Creating plans for the students that support growth in our school.
- Create avenues for fundraising, for initiatives that are not within the school budget.
- Propose teacher and staff suggestions and recommendations for discussion and make plans to implement.
- Help or be involved in popular calendared events such as Global Village, Sports Week, Celebration of Learning, Service Week, Family Fun Day and many others.
- Help to organise meetings or relevant communications to inform parents about developments, especially when changes are taking place.
- Working with the school guidelines, to promote community and growth.
- Advocate for school policies and initiatives that benefit students, parents and staff.
- Collaborate with other school organisations or external groups to advocate for school improvements or larger community initiatives.

3 Definitions

PTO

- Abbreviation for "Parent Teacher Organisation"

PTO Board

- Comprises 20 individuals consisting of dedicated parents, Acorns staff as well as Acorns Senior Leadership Team members. PTO Board members, with no exception, are volunteers.

PTO Leadership

- Comprises 6 elected members of the PTO Board who hold positions of Chairperson, Vice-Chairperson, Secretary, Vice-Secretary, Treasurer and Vice-Treasurer.

Acorns Staff

- Unless noted otherwise, this is in reference to all employees of Acorns International School.

Acorns Senior Management

- Members of school staff in top leadership positions, ie, Academic Heads, Curriculum Coordinators, Administrative Heads, etc. These members are listed on the school's website.

DHoS

- Abbreviation for Deputy Head of School

Outgoing PTO

- PTO Board members that served the previous academic year.

Incoming PTO

- PTO Board members who are serving in the current academic year.

Continuing PTO

- PTO Board members who served the previous academic year and will continue to serve in the current academic year. Members can continuously serve on PTO for up to 2 years.

4 The PTO Board

Within the first 30 days of a new academic year, the outgoing PTO will be responsible for planning the election of the next PTO Board with the DHoS.

It is recommended that Members of the Board shall be considered from different constituencies and will subsequently be part of the Board. There is a minimum number that is desired; the PTO Board should not exceed 20. A breakdown of minimum member requirements is suggested as follows:

- Minimum 7 Acorns Staff Members
 - 2 Acorns Senior Leadership
 - 1 EYP Teacher
 - 1 Lower Primary Teacher (PYP1-3)
 - 1 Upper Primary Teacher (PYP4-6)
 - 1 Lower Secondary Teacher (MYP1-5)
 - 1 Upper Secondary Teacher (DP / A Levels)
- Minimum 10 Parents: Parent members should be made up of representatives with children in different departments. In an ideal situation, parent representation across departments should be even. However, the spirit of the PTO emphasises parents' willingness to volunteer, and as a result, there should be a focus on willingness, rather than department representation.
 - 2 EYP Parents
 - 2 Lower Primary Parents (PYP1-3)
 - 2 Upper Primary Parents (PYP4-6)
 - 2 Lower Secondary Parents (MYP1-5)
 - 2 Upper Secondary Parents (DP / A Levels)

5 PTO Member Nomination, Selection, and Participation

Staff Self-Nomination and Selection

Acorns Staff will be able to self-nominate to represent their respective departments in PTO. This process will be overseen by the DHoS.

1. In August, at the start of the new academic year, the DHoS will send out a Google Form to all staff for self-nominations. The form shall include:
 - a. Full Name
 - b. Department representing

- c. Duration of employment at Acorns
 - d. If applicable, the department their child/ren attends
 - e. How they would like to see PTO work with the Acorns Community
 - f. Photograph of the candidate
2. Within 5 working days of the deadline for submission, the DHoS will use the above-submitted information to create a voting Google Form that will be sent to all Acorns staff. The vote will only be for positions that have more than one candidate. Departments will only vote for their own representatives.
3. Voting will last a duration of 3 working days.
4. DHoS will compile the voting results and communicate back to the Acorns Staff and outgoing PTO for handover.

For a member of staff to be eligible to nominate themselves for PTO they must meet the following criteria:

- Be a current member of the Kisaasi campus staff.
- Not be on probation or actively engaged in a performance improvement plan.
- Clean disciplinary and performance records for the last academic year.

If a staff member is wondering about their eligibility, they can speak to their HoD or HoD-HR.

Parent Self-Nomination and Selection

Parents will be able to self-nominate to PTO. This process will be overseen by the DHoS and Outgoing Chairperson(OCP).

1. In August, at the start of the new academic year, the DHoS and OCP will send out a Google Form to all parents for self-nominations via Toddle. The form shall include:
 - a. Full Name
 - b. Departments their child/ren are in
 - c. Amount of time their children have been enrolled at Acorns
 - d. Recommendations on how they would like to see PTO work with the Acorns community
 - e. Photo of the candidate
2. The DHoS and OCP will monitor the form submissions to determine when the committee is full.
3. In selecting the committee, the DHoS and OCP, along with other relevant members of the outgoing PTO and school leadership will sit to review and verify PTO member applications.
 - a. If there are a number of volunteers, the representatives will be chosen based on their responses on the form and should in tandem reflect the makeup of the Acorns community; balanced backgrounds, genders, departmental representation, etc.
 - b. The school may submit to veto some volunteers from joining PTO if there is valid cause; i.e.: not abiding by the Code of Conduct. This would be communicated and agreed upon with the OCP.
4. DHoS will notify newly selected members of their appointment to PTO via email with OCP CCd. This email will also announce when the handover meeting will be and that in the handover meeting PTO Leadership Elections will be held.
5. Submissions that were not selected will also receive an email from the DHoS thanking them for their interest.

Member Participation

As the PTO Board is only made up of a few members, it is important to have members who are committed and active. It is possible that a teacher or parent volunteer signs up at the start of the year with the best intentions of fulfilling their commitment to PTO and then has a change in circumstance that makes it a challenge to commit to being a PTO member. In this case, this person can come to the Chairperson, or Vice Chairperson, and excuse themselves from PTO. If a member has not attended a meeting or event for a term, the Chairperson, or Vice Chairperson, may also approach the member to see if they would like to continue with their commitment. In both cases, if a volunteer is unable to continue, another volunteer can be found.

Members are allowed to serve for two years in a row and then should take at least a year off to allow other parents/teachers a chance to serve. If during elections, interest is low and there is a parent/teacher who has already served two years in a row and would like to commit to another year, they may rejoin for the third year. However, methods of reaching out to new parents/teachers should first be exhausted.

At all times, PTO Board members should adhere to the Acorns Code of Conduct. In case of any infractions, the PTO Leadership should alert School Leadership, and vice versa. The member in violation of misconduct is subject to disciplinary action including dismissal from PTO, removal from campus, or a warning letter. Staff on PTO are to adhere to all Acorns policies.

6 Fund Handling

All PTO funds are to be managed under the stewardship of the Treasurer and Vice Treasurer. Further details of their role are within selection 7 “PTO Leadership”. Below are the guidelines for how PTO funds should be managed:

- In their leadership role, it is the responsibility of the Treasurer and Vice Treasurer to responsibly and diligently with the utmost duty of care and within Policy or guidelines, handle all finances of the PTO.
- For every fund-raising event, the Treasurer and Vice Treasurer shall be physically present on-site or have selected a representative PTO member to receive the funds, count and report to the PTO Leadership that same day.
- The PTO Treasurer shall duly report all cash collections from every event and deposit done at the close of the event with the Acorns Cashier’s Office within working hours.
- All PTO funds shall be kept in PTO safe boxes deposited with Acorns Cashier’s Office for safe custody.
- The Treasurer and Vice Treasurer shall keep the PTO Safe Box keys. In case of the unlikely loss or theft of the keys, a report must be made and shared with the PTO Leadership immediately.
- Any cash to be removed from the PTO funds shall only be done with prior communication via email between the Treasurer/Vice Treasurer and Chairperson/Vice Chairperson. This email should detail an itemised list of expenditures and the total being taken from the cash box. Chairperson/Vice Chairperson will approve the spending via responding to the email.
- Collections can only be made within Acorns office hours. Communication with the Acorns Cashier’s Office availability should be 24 hours before the needed collection.

- As the Treasurer and Vice Treasurer are part of the PTO Leadership, they will be expected to perform their work as part of the larger PTO Board and shall not make financial decisions in isolation.

It's important to note that as PTO chooses to keep cash on the school premises:

- Accessibility to the funds might be limited due to the nature of the storage arrangement. Authorization from the PTO Chairperson should be emailed to the Acorns Cash Officer, with the Treasurer and Vice Treasurer CC'd, at least 24 hours prior to the time of collection. The email should note the amount to be collected and who is collecting it.
- Collections can only be made within Acorns office hours.
- In the unfortunate event of theft, it's important to note that the school will not be liable for any cash stored on the premises.

7 PTO Leadership

Within the committee, the PTO will elect their own leadership in designated roles. PTO leadership roles, ie. Chairperson, Secretary and Treasurer, should be held by parent volunteers; Vice Chairperson should also be held by a parent. Vice Secretary and Vice Treasurer should be held by staff volunteers; Vice Treasurer should be held by a member of school senior leadership.

Leadership positions must be reappointed every year. The same member can serve in leadership for up to 2 years if re-elected consecutively. Guidelines for the responsibilities of the roles are as follows:

Chairperson

The Chairperson is the primary leader of the PTO, responsible for overseeing all PTO activities and ensuring the organisation fulfils its mission in support of the school. This should be taken by a parent volunteer.

Key responsibilities:

- Provide overall direction and leadership to the PTO, including setting priorities and ensuring all initiatives align with school goals.
- Schedule, organise, and preside over PTO meetings, including setting the agenda in collaboration with the PTO Board and the school administration.
- Act as the primary liaison between the PTO and DHoS, keeping open communication with the school leadership team.
- Approve all major PTO initiatives, expenditures, and fundraising efforts.
- Ensure all PTO events, programs, and initiatives are planned and executed in a timely manner.
- Collaborate with the Vice Chairperson to ensure leadership continuity and organisational success.
- Promote an active PTO by ensuring attendance and participation of members. This may involve asking members to excuse themselves if they are inactive and finding new members.
- In the event of a split vote amongst the PTO members, the Chairperson will cast the deciding vote.
- Address any suggestions from parents, teachers, or PTO members that would positively affect the Acorns community.

- Within the PTO, work collaboratively to resolve issues fairly and transparently, promoting a culture of positivity within the PTO.
- Encourage and mentor future PTO leaders, ensuring the sustainability and continuity of the organisation.
- Help facilitate a smooth transition at the end of the academic year by passing on knowledge and supporting new leadership.

Vice Chairperson

The Vice Chairperson supports the Chairperson and steps in to lead when necessary. This role provides assistance across all PTO activities.

Key responsibilities:

- Assist the Chairperson with the organisation and management of PTO activities, events, and meetings.
- Assume the role and responsibilities of the Chairperson in their absence.
- Lead or coordinate special projects, sub-committees, or events as delegated by the Chairperson.
- Collaborate with the Chairperson to maintain open communication with the school's administration.
- Be the point of contact for communications to go out to the Acorns community in collaboration with the Head of Admissions and Advancement.
- Work with the Secretary and Vice Secretary to maintain and store information on the PTO Google Drive.

Secretary

The Secretary is responsible for maintaining accurate records of PTO activities, meetings, reports and communications, ensuring transparency and accessibility for all members.

Key responsibilities:

- Record, distribute, and archive minutes for all PTO meetings, ensuring they are shared promptly with PTO members and DHoS.
- Manage and maintain PTO member contact lists and ensure proper distribution of information related to PTO activities.
- Assist the Chairperson and/or the Vice Chairperson in coordinating communication within the PTO.
- Ensure that all necessary PTO documents are accessible to members and updated regularly.
- Ensure that PTO meeting minutes and financial reports are emailed to the DHoS after every PTO meeting.
- Assist the Vice Chairperson in coordinating communication with the school community (e.g., newsletters, flyers, emails) ensuring timely preparation and approval of key communication materials such as flyers for upcoming events
- Work with the Vice Chairperson and Vice Secretary to maintain and store information on the PTO Google Drive.



Vice Secretary

The Vice Secretary supports the Secretary and assists with all clerical and record-keeping duties, ensuring continuity and accuracy of documentation.

Key responsibilities:

- Assist the Secretary in preparing and distributing meeting minutes, agendas, and other official PTO documents.
- Take minutes and maintain records in the absence of the Secretary.
- Help manage PTO communications, ensuring timely and accurate information is shared with members and the school community.
- Provide backup support during busy times or large events that require additional coordination.
- Ensure that PTO meeting minutes and financial reports are emailed to the DHoS after every PTO meeting.

Treasurer

The Treasurer is responsible for overseeing the PTO's finances, ensuring accurate accounting, proper custodianship and transparency of all financial transactions.

Key responsibilities:

- Run the office with transparency and be approachable about the PTO's financial information. Avoid being defensive should members ask questions about the finances.
- Maintain accurate and up-to-date financial records for all PTO income and expenses and be open to an audit by any of the PTO Leadership.
- Present a financial report at each PTO meeting and provide annual financial statements at the end of each school year.
- After every event, provide an updated budget to the PTO Leadership.
- Prepare and manage the PTO's annual budget in collaboration with the PTO Leadership to ensure funds are handled effectively and responsibly.
- Abide by all the requirements of Fund Handling in section 6 "Fund Handling".
- Process reimbursements and payments for approved PTO expenses.
- Prepare financial information required for a smooth handover to the next PTO Board.

Vice Treasurer

The Vice Treasurer supports the Treasurer in managing the PTO's financial activities and steps into the Treasurer role when needed, ensuring the continuity of financial operations.

Key responsibilities:

- Assist the Treasurer in maintaining financial records, preparing reports, and managing the PTO budget.
- Manage and track financial transactions in the absence of the Treasurer.
- Help oversee the collection, documentation, and deposit of PTO funds.
- Support the Treasurer in ensuring timely payments and reimbursements for PTO-related expenses.
- Work closely with the Treasurer to ensure all financial records are up-to-date, accurate, and properly documented for review.

- Ensure attendance of the Treasurer or Vice Treasurer at events with money handling.
- Abide by all the requirements of Fund Handling in selection 6 “Fund Handling”.

8 PTO Handover

In order to promote continuity between outgoing and incoming PTOs, there will be a handover meeting to initiate the incoming PTO. In addition to the meetings listed below, there may be additional meetings set between the outgoing and incoming leadership. However, these are the meetings that must take place and will be facilitated by the DHoS.

Outgoing and Incoming PTO Board Handover Meeting

The purpose of this meeting is for the outgoing PTO to handover to the incoming PTO. After the selection process (outlined in section 5 of this policy) the DHoS will notify newly selected members of their appointment to PTO via email with OCP CCd. This email will also announce when the handover meeting will be and that in the handover meeting PTO Leadership Elections will be held. An additional email will be sent by the DHOS to the outgoing and continuing PTO Board members so they also attend this meeting.

Those invited to attend this meeting must include:

- DHoS
- All outgoing PTO Board members
- All incoming PTO Board members

The handover meeting agenda will be set by the OCP and DHoS. The agenda must include:

- Introductions and identifying members as incoming, outgoing, or continuing and if any leadership position was held.
- Review of the accomplishments of the outgoing PTO; to be done by a member of the outgoing PTO.
- Review of the financial report and acquired assets of the outgoing PTO; to be done by a member of the outgoing PTO.
- Review of the PTO policy; to be done by DHoS.
- Self-nomination and election of PTO Leadership; to be led by DHoS.

Other agenda items may include:

- Review of significant unresolved matters within PTO or the Acorns community involving those matters previously addressed or under consideration by the outgoing PTO.
- Presentation of significant updates from the school.
- Present certificates of appreciation to outgoing members if not already done in a previous forum.

PTO Leadership Nomination and Election

During the handover meeting, the DHoS will lead the nomination and election of PTO Leadership positions. Steps to follow:

1. Before the meeting prepare self-nomination and voting slips. (Examples below)

Self Nomination Slips

Name Self Nomination	
Chairperson (parent)	
Vice Chairperson (parent)	
Secretary (parent)	
Vice-Secretary (staff)	
Treasurer (parent)	
Vice-Treasurer (staff)	

Voting Slips

Vote	
Chairperson (parent)	
Vice Chairperson (parent)	
Secretary (parent)	
Vice-Secretary (staff)	
Treasurer (parent)	
Vice-Treasurer (staff)	

2. DHoS is to lead a review of the PTO policy. Before going through the PTO Leadership section, hand out the self-nomination slips to only incoming or continuing members. As the leadership section is read, members can use the self-nomination slip to indicate they would like to be considered for the position. It is not mandatory that they self-nominate for any position.
3. Using the self-nomination slips, the DHoS will compile a chart for who is to be considered for which position and then hand out the voting slips.
4. Candidates will then be guided to introduce themselves and give a brief of why they would be a good candidate for the position they are running for. Members will use the voting slip to write the name of the candidate they are voting for.
5. All slips are to be handed over for the counting of votes. The counting of votes should be done in a separate room with the DHoS and at least 2 other members that are not up for vote.
6. The outcome of the vote should then be communicated back to the members of the meeting.

Chairperson and Vice Chairperson Handover

After the handover and before the first new PTO board meeting, the DHoS will set a meeting with the incoming and outgoing Chairpersons and Vice-Chairpersons. The purpose of this meeting is to conduct a more specific handover including the following:

- Transfer of the PTO email and Drive permissions.
- Review of the school calendar and events that the school is asking for PTO participation
- Newsletter content deadlines.
- Items for immediate action: ie, approaching events, concerns that need resolution, needed communications, etc.
- If developed, goals the school has set for PTO to take part in.
- Inventory of any materials the outgoing PTO is handing over to the incoming board.

Pursuant to this meeting, the Chairperson will be able to set the first PTO meeting for the new Board.

9 PTO Meetings

Meetings should be held on a regular basis, once or twice a month, as needed. Each incoming PTO Board is responsible for setting the timing and frequency of their meetings. However, it is not appropriate for the committee to have a term without a meeting.



The PTO Board may also seek, if appropriate, to create a subcommittee that looks deeper into or plans something particular. If subcommittees are made, they should report back to the larger group. In the case where a committee cannot agree on a particular matter, that matter should be brought to the PTO Leadership as a point of discussion, or vote, in a future meeting.

Meetings will be used to discuss and plan for PTO's goals, but may also be grounds for parents or Acorns Management to bring discussions about change. A meeting agenda should be made before the meeting so that members know what will be discussed. This also allows for members of the school community to be invited to speak on specific topics if need be. Meetings and agendas should be announced and agendas shared at least 1 week in advance.

The larger school community will need to be made aware of changes and updates; this can be communicated through Toddle messages shared through the school Admission office, newsletters and/or meetings. As PTO should be transparent, if a parent or teacher outside the PTO asks for meeting minutes, consideration should be made to permit the requestor to view the minutes.

In order to have a productive PTO meeting, there should be at least half of the committee present in a meeting to form the Quorum. If a meeting time is suggested and a quorum cannot be arrived at, then another time should be suggested.

10 Community Suggestions

PTO members are a good reference for other parents and teachers to ask questions or give feedback and suggestions to grow the school community. If a parent or teacher outside the committee wants to make a suggestion to the PTO that will better our community, PTO members should listen and bring the suggestion forth in a PTO meeting.

PTO members should promote communication between themselves and the rest of the community by:

- Publicizing the PTO email address.
- Participation and presence at school events.
- Sponsoring and/or hosting events that promote community engagement.

It is important to note that PTO members are volunteers and are not responsible for handling individual parent/student/teacher cases or complaints. In the case of a complaint, the Complaint Procedure in the School's Communication Policy should be followed.

11 Collaboration with the School

Collaboration between the school and PTO should aim to foster a supportive environment for students, enhance communication between families and the school and promote a unified approach to achieving the school's educational goals. To achieve the best possible collaboration and maintain Acorns standards, the following guidelines are in place.

PTO and Acorns Leadership Communication

- The PTO and Acorns Senior Leadership will maintain open, respectful, and regular communication.
- The DHoS will serve as the main point of contact for the PTO.
- PTO meeting agendas and minutes will be shared with the DHoS to promote transparency.
- The DHoS will not attend PTO meetings but can be requested to join by PTO if needed or ask the Chairperson for some time in the upcoming meeting if there is a matter to discuss.
- Ideas brought by either PTO or the school should be given ample timing consideration. Timeline considerations may vary depending on the scale of the idea proposed and the current calendar.
- PTO initiatives must be discussed with and approved by the DHoS to ensure alignment with school priorities.
 - Acorns reserves the right to veto any PTO proposals that may conflict with school policies, they believe may have a negative impact on the educational environment, and/or are not possible in a given timeline.

Roles and Responsibilities

- The PTO will support school initiatives through fundraising, volunteering, and organising community-building events.
- The school will provide guidance to ensure that PTO initiatives align with the school's educational goals, policies, and legal requirements.
- PTO initiatives should be funded by PTO fundraising. In the event that the school needs to financially contribute or financially partner with PTO, the budgets and agreements must be made and approved within an ample timeline.

PTO Communication to the Community

- The PTO will communicate with families regarding its initiatives and activities, with the support of the school administration when necessary.
 - The school will provide space on lobby boards for PTO to hang flyers, communications, etc.
 - PTO updates can be published in the school newsletter.
 - PTO messages can be posted through Toddle.
- Any communication PTO wants to post or send to the community must be screened by HoD Admissions and Advancement. The PTO is requested to send editable versions of communication for review at least 2 working days before posting is needed.
 - HoD Admissions and Advancement will be looking for:
 - Students who are not allowed to be published
 - Branding alignment with school
 - Grammar and editing
- Upon request, HoD Admissions and Advancement can draft communications from scratch if told 3 working days ahead of the posting time.

Disciplinary Committees

Per the Acorns Human Resource Policy, staff who are accused of gross misconduct are to go through a disciplinary hearing with a disciplinary committee.



The disciplinary committee is set by the Head of Human Resources (HoD-HR). A representative from the PTO is required as a part of the committee.

In case of such an event, the HoD-HR will reach out to the PTO Chairperson and make arrangements for the disciplinary committee and meetings to be set.

Upon appointment to a disciplinary committee, the Terms of Reference will be shared with appointed PTO members. Full details can be found in the Acorns Human Resource Policy.

Conflict Resolution

In the event of a disagreement between the PTO and Acorns Senior Leadership, both parties will seek to resolve the issue through open dialogue. If a resolution cannot be reached, the issue can be escalated to the Head of School; if it is still unresolved the matter can be escalated to Acorns Board Members.

12 PTO Owned Materials

As a part of their initiatives, the PTO may accumulate long-lasting or overstock of materials bought with PTO funds. These items should be included in an inventory that is handed over to the incoming PTO and should be maintained and or used to completion by future PTOs.

It is not necessary for PTO to purchase items that they can borrow from the school.

PTO Room - Relevant to only 24-25 Academic Year

In the 24-25 academic year, there is a free classroom available for PTO to use for a meeting space and to store materials. As the school enrollments and programmes grow, it may not be possible to maintain this space. In this event, the school conference room can always be booked for PTO meetings and storage options given availability at that time.

The PTO room should be used under the following guidelines:

- PTO may decorate the room as they see fit. However, nothing should be put directly on the wall or door with tape or glue. They must use the provided soft boards.
- As the room is not routinely used, it is not routinely cleaned. Therefore, the PTO can let Ms Racheal know at least 2 days in advance that the room needs to be cleaned. The key can also be kept with Ms Racheal.
- Perishable items should not be kept in the room for long periods of time. Non-perishable items may be stored.
- As school buildings close at 5:30 pm, all meetings must be finished by that time.
- It is not advisable to use this room for events during the school day as it is on an academic floor. Any event can be coordinated with the DHoS ahead of time and plans arranged.

13 Citation

- “IB learner profile” Sso.ibo.org, resources.ibo.org/data/g_0_iboxx_amo_1702_2_e.pdf.



Review Committee:

Annie Pink, Parent on 23-24 and 24-25 PTO Board

Diana Nyakato, Parent on 24-25 PTO Board

Hilda Barry, Parent on 23-24 PTO Board

Irene Tayebwa, Parent on 23-24 and 24-25 PTO Board

Nishitha Shrivastava, Head of Admissions and Advancement

Rachelle Hale-Molo, Deputy Head of School

Shweta Hirani, Parent on 23-24 and 24-25 PTO Board

Last Review Date: October 2024

Next Review Date: August 2026