CAPITAL SCHOOL BAHRAIN

Parent Teacher Organisation (PTO) Policy

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1. Purpose

The Capital School Parent Teacher Organisation (PTO) aims to foster strong relationships between parents, teachers, and the school leadership to enhance the educational experience and well-being of all Pupils. The PTO works collaboratively to support school initiatives, improve communication, promote stakeholder engagement and organise events that build and strengthen community spirit.

2. Objectives

- Enhance pupil personal development and well-being by supporting initiatives that promote confidence, responsibility, and respect
- Strengthen home–school partnerships through open, two-way communication and regular engagement with parents
- Support school improvement priorities by collaborating with leadership to identify needs and contribute to action plans
- Encourage parental participation in decision-making via surveys, meetings, and consultation events
- Promote community spirit and inclusion through events and activities that celebrate diversity and foster a positive school climate
- Facilitate resource and volunteer support to enrich the curriculum and extracurricular provision

4. Structure and Roles

The PTO will operate with the following structure:

- SLT: Leads meetings, represents the PTO, liaises with the Principal.

- Vice-Chairperson: Assists the Chairperson and assumes responsibilities in their absence.

- Secretary: Prepares agendas, records meeting minutes, and maintains records.

- Events manager: Liaises with management, regarding PTO finances, financial records, and financial reports.

- Parent Representatives: Act as links between the PTO and class/year groups, raising ideas or concerns.

5. Meetings

- The PTO will meet at least once per half term.

- An Annual General Meeting (AGM) will be held at the beginning of each academic year.

- Special meetings can be called by SLT or at the request of at least 10 members.

- A quorum of 5 members, including at least one school staff member, is required to conduct official business.

6. Communication

- The PTO will communicate through emails, newsletters, Class Dojo, and the school's website.

- Meeting minutes and upcoming events will be shared with the whole school community.

7. Fundraising and Financial Management

- All fundraising efforts must be approved by the school's leadership team.

- Funds raised will be used to support educational enrichment, Pupil events, and school improvement projects.

- The school's events manager will maintain detailed financial records and submit reports at each meeting in line with the school's management team.

- An annual financial summary will be presented at the AGM.

8. Code of Conduct

- All members are expected to treat each other with respect and courtesy.

- The PTO is a non-political, non-religious group and does not discriminate based on race, gender, nationality, or background.

- Any disagreements will be resolved respectfully and in consultation with the school leadership if necessary.

9. Review of Policy

This policy will be reviewed and updated every two years, or sooner if required, by the PTO Committee in consultation with the school leadership team.