



BRITISH INTERNATIONAL SCHOOL
HO CHI MINH CITY
A NORD ANGLIA EDUCATION SCHOOL

PARENT TEACHER GROUP (PTG) HANDBOOK



PARENT TEACHER GROUP (PTG)

WHAT IS THE PTG?

Our parent teacher group at BIS is a welcoming group of parents which brings the community at our school together and makes connections between parents, teachers and students. It is one more way to meet and talk with campus leadership teams.

Our two dedicated PTG's, Primary and Secondary, work together throughout the year on whole school events as well as running campus specific activities.

We organise events such as family events, workshops with parents and students, and gifts for our teachers. We also support our community partners with donations which have been raised over the year.

WHAT ARE OUR MAIN ACTIVITIES?

The highlights of PTG events over the year are:

- *Family Fun Evening in Term*
- *Christmas BISzaar*
- *Spring Fair in Term 2*
- *Potluck lunches for parents and teachers*
- *Bake sales*
- *Food festival and workshops during Secondary International Day*
- *Pop-up stores from our uniform upcycling group*
- *Bus tours to welcome new BIS families*
- *PTG Socials to make stronger connections*
- *Termly school discos in Primary*
- *Global café during Primary International Week*



"The PTG at BIS are incredible. The dedication and commitment shown by the parents at all events to support our BIS community is quite simply amazing. They go above and beyond to support and make everyone feel welcome."

**MS DEE,
HEADTEACHER, EARLY YEARS & INFANT CAMPUS**

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EVERY VOLUNTEER IS PRECIOUS!

We believe that when families are involved in the education of their children, schools improve, and children perform better. As we organise several events over the year, volunteer support from parents is highly appreciated. There are multiple opportunities to support and we are very happy to explain and guide you in case you are interested. More information will be shared during new student orientation events, PTG coffee mornings and our class and country representative meetings.

HOW CAN I GET INVOLVED IF I WANT TO BE A PART OF THE PTG?

Joining the PTG organising teams for events is a great way to meet other families. You are always welcome to approach any team member of PTG directly and all parents are invited to join our weekly PTG meetings and get to know us.

GET IN CONTACT



PRIMARY



Chair: Julia
+840865487441

PrimaryPTGBIS@
gmail.com

*Our Primary PTG Core Team: Anchal, Aya, Jenn,
Julia, Lenka, Mai, Petra, Shruti, Thomas, Timea*



SECONDARY

Chair: Tracey
+84888378877
SecondaryPTGBIS
@gmail.com

*Our Secondary PTG Core Team from 2022-2023:
Amelia, Charu, El, Gayatri, Katie, Lauren, Mai, Mel,
Milena, Petra, Sonia, Swati, Tes, Umut*

PARENT VOLUNTEERS NEEDED!

All the events organised by the PTG are run by parent volunteers. There are lots of ways to get involved that complement the time you can spare, your skills, or your passions!

VOLUNTEER OPPORTUNITY AT EVENTS

We always welcome parent participation and volunteers to run school-wide events. Volunteering your time will help you settle in quickly, meet so many more parents, and get to know the school more deeply.

Throughout the year, PTG will host a variety of events from small to big scale. Volunteer opportunities include; selling tickets to some of the events, manning a stall at a book sale or bake sale, decorating the hall on teachers' day, or committing more time to one



of our bigger events like the Spring Fair and Family Fun Evening. You will always be supported by the PTG team and experienced volunteers who can guide you through the process.

CLASS REPRESENTATIVES IN PRIMARY

As a Primary Class Parent Representative, you help foster a sense of community within the school. There are many ways to do this, but some examples include serving as a contact for new families joining your child's class, coordinating class social play dates or parents meet ups and promoting PTG events.

COUNTRY REPRESENTATIVES

As a Country Representative, you are the point of contact for any new families wanting to connect with others from the same home country, or a country they may have previously lived, and an important role in the spectacular International Day and International Week (a.k.a "Global Cafe") which is considered a highlight event of the year!



HOW TO SIGN UP?

EVENT VOLUNTEERS

If you can give some time to volunteer and/or you would like to sign up for volunteer staff at any events, please email us. The PTG team will communicate about volunteer opportunities throughout the academic year, and you can sign up for a particular event if you would like to get involved.

CLASS PARENT REPRESENTATIVE / COUNTRY REPRESENTATIVE

Please do let us know by emailing us or letting us know at any of the meetings or events.

HOW CAN I STAY UP TO DATE ON PTG NEWS/EVENTS?

- *Coffee mornings/events*
- *Weekly newsletter from Head of Campus*
- *Class representative and country representative WhatsApp groups*
- *During pick-up time in person at Primary every day*
- *The school official social media and website*

Thank you and see you soon!

PTG Team

PTG EVENTS CALENDAR

These are the proposed dates for our key events throughout the year and may be subject to change. Announcements will be made through school weekly updates, official school emails and the school's official social media platforms.

AUGUST 2023		SEPTEMBER 2023		OCTOBER 2023		NOVEMBER 2023	
16th	New Family Orientation	5th	Primary PTG Coffee Morning & Class Rep Meeting	12th	Primary Class and Country Rep Meeting	1st	PTG Social Night
18th	Welcome Back Coffee Morning			13th	Secondary International Day Food Festival and Workshops	17th	Secondary Teachers Day Celebration
29th	Newcomers Bus Tour	6th	Secondary International Day Planning Meeting			18th	Family Fun Evening
		16th	World Clean Up Day	27th	Primary Bake Sale/ Book Swap/ Uniform Swap	20th	Primary Teachers Day Celebration
DECEMBER 2023		JANUARY 2024		FEBRUARY 2024		MARCH 2024	
2nd	Christmas BISzaar	9th	New Family Orientation	TBC	Potluck Lunches	7th	Book Week
7th	Primary School Disco	12th	New Family Bus Tour			23rd	Spring Fair
		22nd	Primary International Week				
		25th	PTG Coffee Morning				
APRIL 2024		MAY 2024		JUNE 2024		JULY 2024	
TBC	Book Sale and Swap	8th	PTG Social Night	15th	PTG Preloved Fair	School Holiday	
				20th	Primary Disco		

KEY EVENTS



PTG COFFEE MORNINGS

WHAT IS THE EVENT ABOUT?

PTG Coffee Mornings are organised by the school and PTG team. These are the occasions where we share information about the upcoming events and about our overall work. Every year we have an intro coffee morning for the class and country representatives as well.

WHERE ARE THE COFFEE MORNINGS?

On all 3 campuses

WHY IS IT WORTH COMING?

- *Easiest way to get all the information about PTG events/groups*
- *Meet the PTG team, have a chat with us!*
- *Meet with other parents, socialising*
- *Meet with BIS Principal and Senior Leadership Teams and chat with them*



BIS FAMILY FUN EVENT (FFE)

The FFE is the biggest FUN event organised by the PTG during the school year- it is about getting our BIS parents and kids together and having fun at various activities and games, playing and watching nice performances while everybody can enjoy delicious food provided by different food vendors.

WHERE IS THE FFE?

FFE takes place at Junior Campus - all over the sports fields, and in the canteen.

WHY IS IT WORTH COMING?

Highlights from 2023:

- *more than 2000 participants, 1000 happy kids!*
- *more than 40 different kids' activities from 20 sponsors*
- *traditional British Games*
- *more than 15 food vendors - 70 different foods and drinks*
- *more than 14 stage productions*
- *book swap and sales*
- *pop-up store from upcycling team*
- *goody bag for kids*

HOW CAN I JOIN AS A VOLUNTEER?

Parent volunteers are needed for helping with the activities, goody bags, ticket sales



GLOBAL CAFÉ

WHAT IS THE EVENT ABOUT?

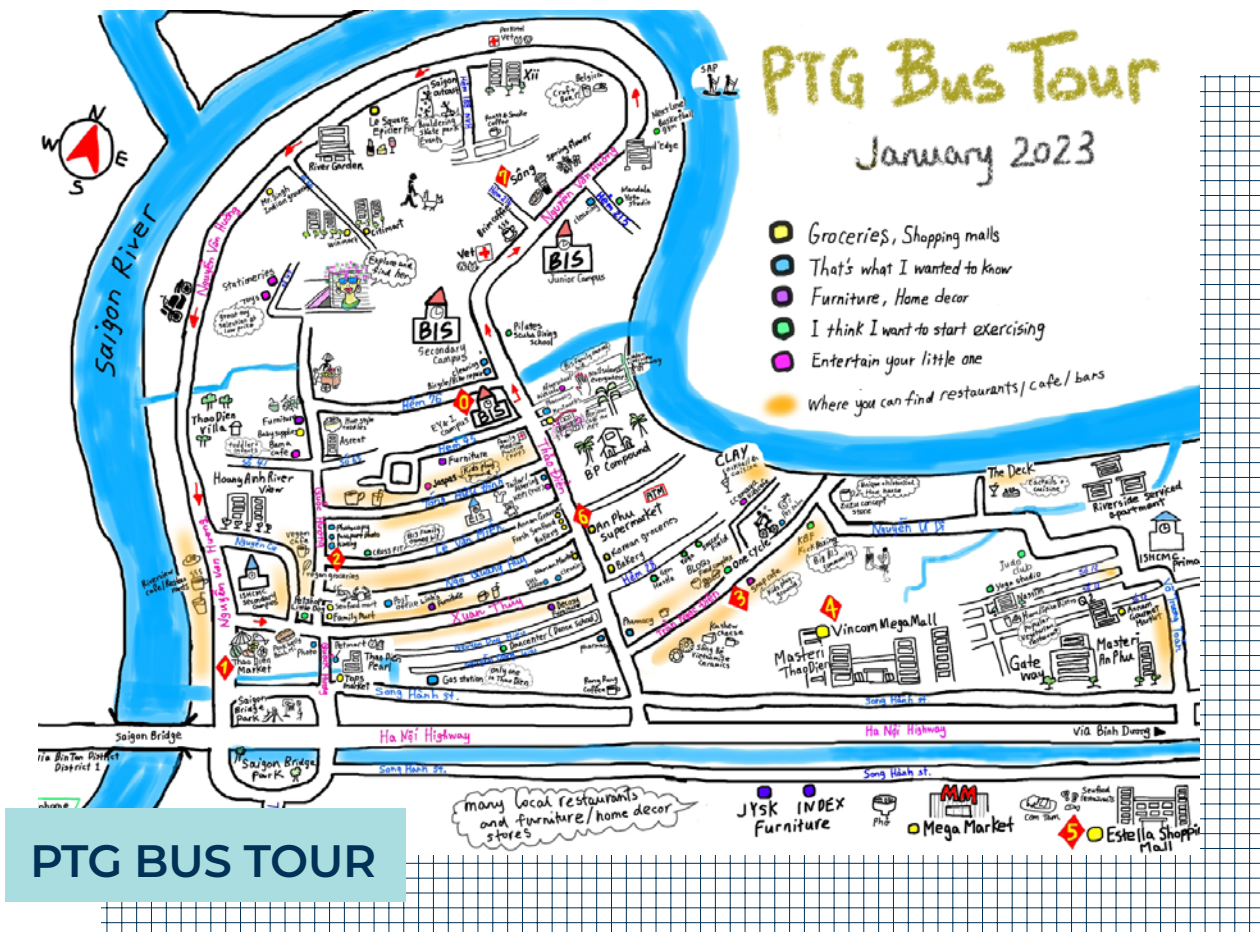
The Global Café is a part of the most highly anticipated, vibrant and culturally colourful event in the Primary school. The country representatives gather all the energy and effort to present their decorated stalls with delicious food and drinks and arrange national dance performances.

WHERE IS THE GLOBAL CAFÉ?

Early Years and Infant Campus

WHY IS IT WORTH COMING?

- *more than 45 nationalities*
- *over 30 food stalls*
- *amazing dance performances*
- *parade of nations*



WHAT IS THE EVENT ABOUT?

- We would love to welcome every new family at BIS and of course also families who would like to welcome our newbies with us.
- Bus tour through Thao Dien and District 1 of HCMC and get some insights of the city from other parents who are born in HCMC or have lived here for several years.
- Meet other parents and the PTG team.

WHERE IS THE BUS TOUR?

- The bus tour will start from Early Years Campus around 9am until 12pm.
- After a little walking tour in Thao Dien we will explore District 1 by bus.
- Everyone is welcome to join us for lunch after the tour.



PTG PRIMARY DISCO

WHERE IS THE DISCO?

- *The PTG Disco is offered at both campuses EYC and JC.*
- *It will take place in the Gym.*

WHY IS IT WORTH COMING?

- *All of our children love PTG Disco.*
- *It is so much fun to dance with your classmates and teachers.*
- *Little surprise snacks will be offered from PTG.*

HOW CAN I JOIN AS A VOLUNTEER?

- *We always appreciate volunteers during the preparation for our events.*
- *Volunteers during the DISCO are needed for ticket sales on both campuses and during the event to check on the tickets, hand out snacks and support all teachers with the organisation of the event.*



CHRISTMAS BISZAAR

WHAT IS THE EVENT ABOUT?

The Christmas BISzaar is one of the biggest events of the school year and one of the few events that's open to the public raising funds for our community partners. We arrange a host of different vendors selling a variety of products alongside food and drink vendors. All families are welcome to, shop, eat attend and enjoy performances by our school bands, parent choir and community partners.

WHERE IS THE BISZAAR?

Secondary Campus

WHY IS IT WORTH COMING?

- *Over 180 million VND raised for our community partners*
- *Over 100 vendors*
- *Do your Christmas shopping with a multitude of local vendors selling gifts from organic skincare, fashion, home goods, toys and art.*
- *Many delicious food and drinks vendors available to keep you refreshed throughout the morning.*
- *Take part in the raffle/silent auction to win huge prizes including resort stays, spa days and F&B vouchers.*

HOW CAN I JOIN AS A VOLUNTEER?

Parents volunteers are needed for a variety of tasks including helping with planning and coordinating vendors, ticket sales, raffle prizes and selling raffle tickets



SPRING FAIR

WHAT IS THE EVENT ABOUT?

The Spring Fair is the biggest CHARITY event organised by PTG during the school year- it is about getting the BIS parents and kids together and having fun while we collect and donate all of the raised money to our community partners. At this event we have exclusive and valuable raffle prizes. In 2023 we raised 189,750,000 vnd for charity and we handed the money to Anh Minh School for the Hearing Impaired. This generous contribution will have a major impact on helping to build a brand new, multipurpose basketball and badminton court.

WHERE IS THE SPRING FAIR?

Spring Fair takes place at Junior Campus - all over the sports fields, and in the canteen.

WHY IS IT WORTH COMING?

Highlights from 2023:

- *more than 2000 participants with 189,750,000VND raised for our community partner*
- *more than 300 raffle prizes*
- *more than 15 stage productions*

HOW CAN I JOIN AS A VOLUNTEER?

Parents volunteers are needed for helping with the PTG activities, ticket sales, PTG gifts table, PTG tombola, PTG raffle.



POTLUCK LUNCH & TEACHER'S GIFTS

WHAT IS THE EVENT ABOUT?

There are 2 types of potluck lunch: one for the Teachers on the Vietnamese Teacher Day in November and the other one is for all BIS parents in May.

WHERE ARE THE POTLUCK LUNCH?

On all 3 campuses

WHY IS IT WORTH COMING?

- *Parent's Potluck Lunch: meet new parents and enjoy the delicious food from all over the World*
- *Meet the PTG team, have a chat with us!*
- *Teacher's potluck lunch: show your appreciation for our wonderful BIS teachers by donating delicious food*

HOW CAN I JOIN AS A VOLUNTEER?

- *Parent's potluck lunch: bring your favourite food and enjoy the lunch*
- *Teacher's potluck lunch: food donations are welcome. You can also help us on the day with food setup and decorating the venue.*
- *Gift making workshops: Parents volunteers are needed to make a heartfelt gift to teachers. Join gift-making workshops!*



BIS UNIFORM UPCYCLING GROUP & UNIFORM POP-UP SALES

WHAT IS THE EVENT ABOUT?

Our children wear lovely BIS uniforms every day. They are getting too small and all parents are invited to return pre-used uniforms back to school in the provided containers at each campus. A lovely group of parents is running a upcycling group and making new things out of old uniforms which are sold during the pop-up sales in school events.

WHERE ARE THE POP-UP SALES?

You will find the Pop-Up Sales during several events over the year.

WHY IS IT WORTH COMING?

- *We love sustainable ideas and it's a good way to reduce the amount of waste that we all create.*
- *You should be able to get rid of old uniforms, find well maintained uniforms in bigger sizes without creating more waste.*

HOW CAN I JOIN AS A VOLUNTEER?

In case you have creative ideas and want to support the group please feel warmly invited to do so. We also need help during the sales events or while sorting the old uniforms which are returned to school.



BOOK SALE & SWAP

WHAT IS THE EVENT ABOUT?

Books are a great source for our children. Since it is not easy to find English books in HCMC we are running a regular Book Sale & Swap in the school.

Book donations are welcome through the year. Please bring your pre-loved books to Gate A, and hand it to the security guard.

During the event you can swap a book(s) you brought in with other books or just give a little donation if you want to buy a new pre-loved book.

WHERE ARE THE BOOK SALES?

We organise book sales and swaps during Family Fun Evening, Christmas Bazaar, Spring Fair and during book week at both campuses.

Why is it worth coming?

- *Get rid of your old books*
- *find exciting new books*
- *help our community partners with your donation.*

HOW CAN I JOIN AS A VOLUNTEER?

Book events will be posted in the weekly updated and Seesaw. Please join our volunteer group or get in direct contact with PTG if you want to support the PTG book team.



BAKE SALE

WHAT IS THE EVENT ABOUT?

The Bake Sale is a great source for PTG to raise money for our community partners.

The children love the event when they can buy parents donated cakes and cookies right after school. If you like to bake we are very grateful for any contribution.

WHERE ARE THE BAKE SALES?

We offer Bake sales 1-2 times a year on both campuses EY and JC

WHY IS IT WORTH COMING?

Cookies and Cakes are so yummy and it's a great way to support our community partners.

HOW CAN I JOIN AS A VOLUNTEER?

- *Please support us and donate cookies and cakes.*
- *You don't need to bake by yourself! But of course we love everything homemade.*
- *Simple and easy - just buy something and donate.*

TESTIMONIALS

"PTG is the link between the school and the parents. They help create a strong sense of unity. As a working mom, it felt very rewarding to still be able to contribute to the kids wellbeing and their growth. I always support the PTG initiatives. I love selling tickets for events and help making them a success."

**SYNELLE SNOECK,
EARLY YEARS & INFANT CAMPUS PARENT**



"Being a member of the BIS PTG gave me an opportunity to positively engage in my child's learning. Every event I participated made an indelible impression on me! Global cafe improved my insight on not only food but also traditional dresses and culture of different countries. The vibrant and sassy feel at the Christmas Disco transcends every thing else! Teachers Day was the perfect time to express gratitude to our wonderful teachers. Overall it has been a very enriching experience for me."

**ANCHAL BANSAL,
JUNIOR CAMPUS PARENT**

"2 years ago, I moved to BIS directly from my country. I felt like a stranger but PTG held my hands and gave me the chance to get involved in school activities as a member of BIS family. It has helped greatly and made me settle down to new school life as quickly as possible. I am sure the PTG would be great company for new families joining BIS. Thanks PTG! "

**GRACE LIM,
JUNIOR CAMPUS PARENT**

"I have been associated with the PTG since I arrived in 2018. Firstly, as a parent volunteer, then as a core committee member. I don't believe that the BIS community would be the same without the PTG; welcoming new families, connecting parents, organising events and supporting community partners. It is important for me that my children see me investing time and energy into their school and helping to create an inclusive and supportive environment for all BIS parents, teachers and children"

**PAMELA DUNCAN,
PRIMARY PARENT**



"It was always my great pleasure to be with the PTG team. We were well supported by the head teachers, deputy heads, office staff, teachers, parents and the students."

**PHAM KIM DUYEN,
JUNIOR CAMPUS PARENT**

EARLY YEARS & INFANT CAMPUS

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