

Status: 29 September 2026

Policy on Parent Participation

at the German International School Accra (GISA)

TOGETHER. COMMITTED. FOR OUR CHILDREN.



Elected Parent
Representatives



Open Dialogue



Working Together



Regular Exchange

*Stronger
Together*

Policy on Parent Participation

at the German International School Accra (GISA)

Basis: GISA School Regulations, Constitution, Board Rules of Procedure, Conference Regulations and Safety and Crisis Management Plan, as applicable.

§ 1 Purpose and Role of Parent Participation

- (1) Education and upbringing are a shared responsibility of parents and the school. GISA regards parents as active partners in school life.
- (2) Parent participation is intended to bring together the perspectives and concerns of the parent community, promote dialogue between parents and the school, and contribute to a trusting school community.
- (3) The School Parent Council is an advisory and participatory body. It is not a governing body of GISA and has no independent authority over school leadership, personnel, finances, contracts or other decision-making matters.
- (4) Parent participation complements parents' involvement within the school's governing structures. The School Regulations expressly provide for a policy on parent participation, class parent representatives and a School Parent Council.

§ 2 Class and Group Parent Representatives

- (1) At the beginning of each school year, the parents of each class or group elect at least one parent representative. Where possible, a deputy representative is also elected.
- (2) The term of office is normally one school year. Re-election is possible.
- (3) Class and group parent representatives form the first and most direct link between their parent community and the respective class or group leadership. They bring together matters of general relevance, promote early and constructive dialogue and support the appropriate flow of information.
- (4) Matters that primarily concern one class or group should normally be addressed first at that level. Issues affecting several classes, groups or the school as a whole may be brought to the School Parent Council.
- (5) Cooperation with the respective class or group leadership takes place within the school responsibilities currently in force. The class conference promotes cooperation with parents and the class parent representation.
- (6) Individual matters concerning particular students, families or members of staff should normally be addressed directly between the persons concerned and are not matters for general parent representation.

§ 3 Composition of the School Parent Council

- (1) The School Parent Council consists of the elected parent representatives of the classes and groups.
- (2) Each class or group has one vote on the School Parent Council. An elected deputy may attend meetings and exercises the voting right if the parent representative is unable to attend.
- (3) From among its members, the School Parent Council elects a Chair and a Deputy Chair. In addition, a representative of the parent community is elected to attend meetings of the School Board.
- (4) The School Board representative may be the Chair or another member of the School Parent Council. The two functions are independent of each other.
- (5) In accordance with the existing rules, the parent representative participates in School Board meetings in an advisory capacity and without voting rights.

§ 4 Responsibilities of the School Parent Council

- (1) The School Parent Council addresses matters of general relevance to several classes, groups or the school community as a whole.
- (2) Its responsibilities include in particular:
 - bringing together feedback, questions and proposals from the parent community;
 - advising the Headmaster and school leadership from a parent perspective;
 - promoting constructive communication between parents and the school;
 - participating in and supporting school events, projects and community-building activities in coordination with the school;
 - providing feedback on school organisation, school services and programmes, and school and organisational development;
 - supporting the school in safety, crisis and emergency situations in accordance with the current Safety and Crisis Management Plan.
- (3) Suitable matters for parent participation include, in particular, issues of general importance to school life where the perspective of the parent community can make a meaningful contribution.
- (4) In safety, crisis and emergency situations, parent representatives support the school only within the roles and communication channels defined in the current Safety and Crisis Management Plan, in particular by supporting

communication with and the reception or care of the parent community when instructed by the crisis leadership. This does not confer any independent crisis-management or crisis-communication authority on parent representatives.

(5) The respective decision-making responsibilities of the school leadership, administration and School Board remain unaffected.

§ 5 Independence and Cooperation with the School Leadership

(1) The School Parent Council may meet independently and without the participation of the school leadership.

(2) To ensure regular institutional dialogue, at least three joint meetings or consultation sessions between the School Parent Council and the school leadership take place during each school year.

(3) The Headmaster is the School Parent Council's main point of contact on the school side. Depending on the topic, other responsible members of the school leadership, administration or coordination may be involved. The School Board is not a parallel operational point of contact; the institutional link to the Board is provided through the elected parent representative.

(4) The Chair of the School Parent Council and the Headmaster coordinate the main topics for joint meetings in good time. Both sides may propose agenda items.

(5) Independent consultations among the parent representatives remain unaffected.

(6) The school leadership informs the School Parent Council, as appropriate, about matters of general relevance where feedback from the parent perspective can make a meaningful contribution.

(7) Representatives of the School Parent Council may be invited to agenda items of school conferences that are of relevance to the parent community. Participation is advisory and subject to the applicable Conference Regulations.

§ 6 Opinion Building, Recommendations and Feedback

(1) The School Parent Council may seek views on matters of school life and formulate recommendations.

(2) For internal elections and expressions of opinion, each class or group has one vote.

(3) Suggestions and recommendations made by the School Parent Council are reviewed by the competent school body or function. The School Parent Council receives feedback within a reasonable period on whether and how the matter will be taken forward. Where a recommendation is not followed, a brief explanation should be provided where appropriate.

(4) Recommendations and expressions of opinion are advisory in nature. They do not create decision-making, approval or veto rights and do not confer authority to issue instructions to the school leadership, staff, administration or School Board.

(5) The formal decision-making responsibilities of the competent GISA bodies remain unaffected.

§ 7 Distinction from the School Leadership and School Board

(1) Educational and operational leadership of the school rests with the school leadership and the relevant leadership functions.

(2) The School Board carries out the governance and provider responsibilities assigned to it under the Constitution and Rules of Procedure. These include, in particular, personnel matters, the budget, contracts, the school's objectives and its organisational structure.

(3) The School Parent Council has no responsibility in particular for personnel or employment matters, individual educational decisions, assessment and report cards, individual student or disciplinary cases, contracts and procurement decisions, or budgetary and financial decisions.

(4) The School Parent Council has no authority to issue instructions to GISA staff.

(5) The School Parent Council is not a parallel decision-making body alongside the School Board.

§ 8 Relationship with the School Board

(1) From among its members, the School Parent Council appoints one representative of the parent community to participate in meetings of the School Board.

(2) This representative participates in an advisory capacity and brings the perspective of the parent community to the Board.

(3) The representative informs the School Parent Council about relevant matters to the extent permitted by the confidentiality rules of the School Board.

(4) In accordance with the existing rules, members of the School Parent Council may not at the same time serve as elected members of the School Board.

(5) The "Parent Committee" referred to in the School Board's Rules of Procedure is - if this term is retained - an internal committee of the School Board and is not identical with the School Parent Council.

§ 9 Communication and Confidentiality

(1) Parent representatives inform the parents of their class or group, as appropriate, about matters and outcomes of general relevance.

(2) Official GISA communications continue to be issued through the communication channels determined by the school.

- (3) Personal and confidential information concerning students, parents or staff must not be shared via general parent mailing lists or group chats.
- (4) Non-public information entrusted to parent representatives in the course of their role must be treated confidentially. In safety, crisis and emergency situations, the communication channels set out in the current Safety and Crisis Management Plan apply.
- (5) When participating in school conferences or other bodies, the respective confidentiality requirements of those bodies also apply.

§ 10 Eligibility and Conflicts of Interest

- (1) GISA employees may not be elected as parent representatives or deputy parent representatives.
- (2) Spouses or partners of employees are, in principle, eligible for election.
- (3) However, election should not take place if the employee concerned is a member of the school leadership or is directly involved in the educational work of the relevant class or group.
- (4) Where a personal conflict of interest exists, the parent representative concerned does not participate in the discussion of the relevant matter.

§ 11 Working Procedures

- (1) The School Parent Council determines the frequency of its own internal meetings.
- (2) A brief record of outcomes should be kept for joint meetings with the school leadership and for significant recommendations of the School Parent Council.
- (3) The work of the School Parent Council should be pragmatic, transparent, constructive and solution-oriented.
- (4) Additional committees or permanent sub-groups should be established only where there is a specific need and where their responsibilities are clearly distinguished from existing responsibilities.

§ 12 Entry into Force and Evaluation

- (1) This policy gives practical effect to the parent participation provided for in the School Regulations and to the policy on parent participation expressly provided for therein.
- (2) This policy was discussed with the School Parent Council on 29 September 2026, approved in substance and coordinated with the school leadership. It enters into force upon publication.
- (3) After an appropriate trial period, its practical implementation should be evaluated jointly with the School Parent Council and adjusted where necessary.