

ST. VINCENT PALLOTTI SCHOOL

(2022–2023)

INSTRUCTIONS TO PARENTS

1. MEMBERSHIP:

- a. Only parents are eligible to be the members of PTA (Parent Teachers Association).
- b. No member of the EPTA (Executive Committee) shall be elected again within the period of three years.
- c. Members shall be available for all the meetings of the Association.
- d. If a member remains absent for three consecutive meetings, he/she will be asked to resign and another worthy candidate from the standard will be elected.
- e. The history of the candidate in relation to school will be verified by the school management.

2. FUNCTIONS OF PTA:

- a. To see that the syllabus of all the standards has been completed as per the schedule of the school.
- b. To plan, suggest and help the school take the remedial projects organized for the weak students of the school.
- c. To help in the conduction of extra-curricular activities of the school.
- d. To take cognizance of various fee rates in the unaided schools like tuition fee, term fee or any other co-curricular or extra-curricular activity fee.

NB:

- a. The main objective of PTA is to help the school function in a holistic way. It is not expected to do day to day monitoring of the school.

3. ELECTION PROCESS:

- a. Two Parents (a male & a female) from each class will be elected during the Phase-I election.
- b. The class representatives of parents and teachers of the standard (Four Classes) will gather together to elect their parent representatives of the standard during the Phase-II.
- c. The parent representatives of the standard will be the part of EPTA of the academic session 2022-2023.
- d. The EPTA members will gather for the First Executive Meeting and elect following members:
 - i. Vice-President
 - ii. Two Joint Secretaries

4. EPTA MEETINGS:

- a. EPTA meeting shall be conducted once in two months.
- b. Extraordinary meetings of EPTA shall be convened before all the major events of the school.

PRINCIPAL