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**Circular No: 4/18-19 / Head Start – IG Jr Date: 22nd July ’19**

**Dear Parents,**

**Parent Teacher Association (PTA)**

**A Parent-Teacher association (PTA) is a formal organization composed of parents, teachers and staff that is intended to facilitate parental participation in a school. We invite participation from parents to be a member of PTA by being Class Representative (CR) of their ward’s class. Parents interested in being a Class Representative are requested to give their name in the following slip by 24th July.**

**Certain rules:**

* **Last year’s Class Representative cannot nominate their names.**
* **Parents who are nominating their name should be ready to work with the school on a regular basis and must attend all the meetings compulsorily. Parents who have been CR previously and were not able to adhere to this rule are requested not to nominate as we are then not able to do justice to the responsibility bestowed upon us.**
* **If we receive two or more names from a particular class, a voting sheet will be sent to the parents of that class.**
* **If there is no nomination from a class, the school reserves the right to choose a suitable CR from that particular class.**
* **Parents having two children studying in the school can nominate themselves for any one class.**

**Regards,**

**Mrs. Deepa Ghelani**

**Principal**

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**Confirmation Slip for Class Representative**

Name of the child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am nominating my name for the post of Class Representative of my ward’s class.

Parent’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_