



# PSG Handbook

## Guidelines for the Board of the Parents' Support Group of United World College Maastricht

### Drawn up by PSG Board 2014-2015:

Chair	Francoise Lubin
Vice Chair Secondary	Ann McBride
Vice Chair Primary	Diana Ras – Rongen
Treasurer	Valerie Wood
Secretary	Carolien van der Kaaden – Ede Mariette Peeters – van de Ven

### Edited by PSG Board 2015-2016

Chair	Francoise Lubin
Vice Chair Secondary	Ann McBride
Vice Chair Primary	Riki Nudler
Treasurer	Valerie Wood
Secretary	Finola Bruton Nayantara Verghese

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# 1. Organisation PSG

The current Parents' Support Group (PSG) of United World College Maastricht (UWCM) originates from two predecessors: the Parent Teacher Association (from the former International Department of Joppenhof Primary School) and The Parent Support Group (of the former International (Secondary) School Maastricht). Both organisations began collaborating on events from 2007, in preparation for the 2009 opening of UWCM. They merged in September 2010 under the umbrella of the PSG Board.

The **OBJECTIVES** of the formal groups operating within the PSG are:

- a. To encourage social contact and enhance communication between the pupils, parents/guardians, teachers and the school. To encourage these parties to use the proper communication channels as described in the School's General Guide whenever necessary.
- b. To encourage the community spirit in the school by strengthening the links between the parents/guardians, the school and the pupils.
- c. To provide opportunities for the parents/guardians to collectively address a problem of general interest to the UWCM community using the proper channels and to engage in activities to support and improve the quality of life in the school.
- d. To inform parents/guardians, the Division Council, and the school management of their activities and actions via newsletter, emails, the website and publication of minutes.
- e. The PSG shall be non-political and non-religious.

## 1.1 Aim

The Parents' Support Group (PSG) Board, Year Representatives and event coordinators aim to **provide a welcoming and socially active community for the families of all students at UWCM**. This community will be achieved through **providing a social network** for parents/guardians of students at UWCM and by **organising and delivering key social events** for families throughout the school year. Recruitment into and involvement of parents in planned activities may involve fundraising for PSG/UWCM (see Finances 3). Our full schedule of events can be found under the PSG Events section of the school web page.

The PSG Board objectives in achieving this comprehensive aim are:

- To be a source of expertise in event planning for both Schools, Primary & Secondary
- To recruit and support parent volunteers to act as Year Representatives
- To recruit, advise and guide working groups (parent volunteers) in the implementation of social event planning
- To provide a parents' forum for sharing and integrating useful information across Primary and Secondary Schools (at present via Facebook, PSG Coffee Mornings, PSG email)
- To support, facilitate and maintain effective communications between staff and parents in the staff-led work groups
- Be responsible for collecting any monies at PSG events (fundraising activities)

- Be responsible for providing financial transparency to allow parents to see that all monies raised are reinvested in the UWCM 'community' and students

## 1.2 Structure

All parents/guardians of pupils in the UWCM are automatically members of the PSG, distinct from its Board. Membership in the PSG will end once the child of the parent/guardian has left the school, or at the personal wish of the parent/guardian.

PSG members have the right to elect representatives who will serve on the Board of the PSG. Any interested parent member may step forward for these positions. Nominations are accepted in May of each school year. In case of two or more candidates for the same board position, either the nominees can share the position jointly, if acceptable to the candidates volunteering for the position, or elections will be held in June. We strive to have equal representation of both schools in the Board positions presented below.

The PSG Board meets at least once per month to discuss upcoming events and activities. Attendance at meetings are open to all members. Parents are invited to raise concerns or questions (related to the PSG's aim) to be discussed at the PSG Board's meetings or during the PSG Coffee mornings. The PSG Board encourages all PSG members to reflect on events and share knowledge and experiences. The Board meeting dates will be published on the website in the beginning of every school year. The agenda and minutes are published at the UWCM website in due time.

### Elected Components:

- PSG Board
- Year Representatives
- Division Council Parents' Section

**a. PSG Board:** The Board members are a group of parents/guardians who are responsible for the organisation and management of the PSG business. The **PSG Board** Member positions are:

- Chair
- Vice Chair Primary
- Vice Chair Secondary
- Treasurer
- Secretary

**b. Year Representatives:** Each Year Group, from Preschool till IB DP2, has a volunteer Year Representative, from their respective parent body. The PSG Board works closely with this group of dedicated Year Representatives who facilitate communications between staff, PSG and parents; and who set up social gatherings for parents in their group, to promote familiarity and avenues for discussion. The complete group of Year Representatives meet twice a year with the PSG Board to exchange experiences and ideas. In order to keep consistency throughout, the PSG has compiled a summary of Year Representative's responsibilities, although these may differ between primary and secondary.

**c. Division Council Parents' Section:** Interested parents that liaise at Council level to set policy and management concerns. These representatives hold elected positions for a period of 2 years. Contact information, Agendas and Minutes of DC meetings are available at the UWCM webpage at the tab 'About Us'.

### **1.3 Board Member Regulations:**

- a. PSG Board members shall be elected annually by parents/guardians within one month before the end of the academic year.
- b. Nominations for PSG Board members may be submitted by email to the Secretary of the PSG Board.
- c. The elections process will be overseen by the existing PSG Board members.
- d. Votes may be submitted directly to the ballot box limited to one (1) vote per family (placed in school reception).
- e. The PSG Board member/s will hold office for a period of one school year.
- f. If, in the course of the school year, a PSG Board member resigns, a replacement must be elected, following the same process as the original election (see a-f).
- g. A PSG Board member can remain in their elected post or change posts within the Board for up to 3 consecutive years.
- h. It is the duty of the PSG Board to inform the parents/guardians of any changes in board members.
- i. The PSG Board shall meet at least once a month during the school year. Three elected members of the board shall constitute a quorum.

### **1.4 Board Roles**

All Board Members are expected to be available during the day. Working closely with other Board members, the purpose of the PSG Board is to bridge communication among the parents, school management, committees, and others. Attendance at PSG/School meetings and Events by PSG Board members is expected.

**Board Positions** explained:

The **Chair** will:

- Post agendas for all meetings to Board members.
- Report PSG issues/activities to management/DC where necessary.
- Chair all meetings.
- Ensure he/she is aware of all activities of workgroups/committees prior to meetings.
- Prepare documents for distribution by UWCM communications
- Respond to all inquiries to PSG email appropriately and reflect the opinion of the Board where necessary

The **Vice Chair Primary** will:

- Chair all meetings in the absence of the Chair and/or Vice chair Secondary.
- Co-ordinate and liaise with Primary school Year Representatives (e-mail contact, coffee mornings).

- Liaise with the Primary school office and Primary School year representatives (e.g. new arrivals).
- Co-ordinate Primary school workgroup committee coordinators (e.g. Sinterklaas celebrations, Christmas party, events which are organized by Primary School but might need PSG assistance).

**The Vice Chair Secondary will:**

- Chair all meetings in the absence of the Chairperson.
- Co-ordinate and liaise with Secondary School Year Representatives (e-mail contact, coffee mornings)
- Liaise with the Director of Student Life and Experiential Education and communicate with the Student Coordinators for events requiring student and/or PSG involvement.

**The Secretary will:**

- Distribute minutes to all Board members, Heads of School and School web site.
- Reserve meeting space at UWC for Board Meetings or other PSG events
- Invite PSG event coordinators to meetings as necessary
- Draw up an Agenda for Board Meetings and publish the same to UWCM website
- Monitor school calendar to ensure complete and accurate data, confirming/adjusting any anomalies with the PSG event calendar
- Updates any PSG documents, distributing these as necessary
- Liaise with all relevant parties to gather appropriate, accurate content to compile a PSG Newsletter as and when deemed necessary.
- Distributes the PSG Newsletter to all families via:
  - EMAIL (digital copy to school administration)
  - Website: sending a digital copy to the School Web Site Manager to upload to the website and have the responsibility to check that it is posted

**The Treasurer will:**

- Pay expenses approved by PSG Board.
- Receive and manage all monies associated with PSG and PSG events.
- Attend meetings with third parties relating to financial transactions.
- Present financial interim reports at PSG meetings.
- Make annual financial statements.
- Co-ordinate with fund-raising and social committees.
- Provide full financial records for independent audit.
- Provide and maintain copies of forms for all new or resigning Board Members as required by KVK.

**The Year Representative will:**

- Act as a member of the Welcome Committee.
- Organise coffee mornings and/or get together/s for parents of the class (promotes familiarity through these informal opportunities and helps new parents to settle in).
- Co-ordinate parent volunteers for the class (together with teacher)
- Welcome new parents to the class.
- Discuss specific responsibilities with class teacher
- Coordinate / Report relevant information to their Vice Chair (Primary / Secondary).

- Direct parent enquiry to appropriate individuals.
- Keep parents informed of any important “Class News or Activities.”
- Help to recruit parents to the Year Book Team to collect art material/pictures from the class and point out picture opportunities (see schedule of yearbook team).
- Organise end of year party/thank you present for teacher(s) (Primary School only). This can be a book with drawings from all the children, a basket with little gifts from the children, a framed picture of the class, a decorated T-shirt, a big bunch of flowers ... (Remember to keep it a surprise!)
- Inform the PSG Board of any problems, concerns or great ideas relating to events and fundraising.
- Communicate with PSG to send out school wide messages as required.

## 2. Events

PSG undertakes certain events to promote social bridges through the year. Volunteer parent Coordinators are required for these events to be successful. Please remember that you will not be alone in this undertaking - the PSG Board is there to help, as are other experienced volunteers.

### 2.1 Guidelines for an Event Coordinator

1. A Coordinator, ideally, should have volunteered before (UWC/ elsewhere), and/or preferably managed a large scale event previously.
2. Meet with PSG Board to identify event expectations, finances and requirements. Details from past events are available and assistance provided from more experienced volunteers if required.
3. Fill out a **PSG Event Planning form** – details from past events are available for reference.
4. Coordinate a team of volunteers and assign activities: food, decoration, games, stalls etc. Schedule meetings for updates/ work on projects; maintain list of facilities/ supplies required for each group; organise communication chain - WhatsApp group/email works well.
5. Set up time with event team volunteers to sort through supplies available in PSG closet. Maintain a record of what needs to be replenished.
6. Liaise with UWC Facilities Manager for supplies (drop down screen, whiteboard; Music system; Microphone) and event floor plan layout (turn in an **Internal UWCM Event Form** at reception) including reserving rooms/areas needed for event.
7. Liaise with DP student coordinator for volunteers for event. Schedule a pre-event meet with DP volunteers to set assignments and expectations.
8. Provide guidelines, and maintain records, for Booth requests from student and external sources.
9. Provide information for (details, deadlines, guidelines), and maintain overview of, advertising for the event on Facebook, PSG newsletter, email distribution and UWCM online PSG section for parent/ volunteer help requests.
10. Organise printing & sale of event tickets as necessary.
11. Collect all receipts for expenses requiring reimbursements.
12. Coordinate with PSG treasurer to arrange for cash boxes and sufficient starting cash for ticket sales etc.
13. Ensure clean-up of all areas used through event (classrooms, Atrium, Kitchen area, Toilets and Elevators); ensure garbage is removed on the day of the event itself.

14. Provide a financial summary to PSG following your event, including evaluation/ suggestions for future coordinators of this event. (PSG Event Evaluation Form)
15. Set up time with your Event team to reorganize all supplies and stack tidily in PSG closet.

**2.2 Descriptions of PSG events:** Sign-up sheets are available for *each* event. You can choose to be the coordinator/s for an event, or part of the volunteer team. A folder with comprehensive guidelines and suggestions compiled from previous events will be provided.

**2.2.1 Welcome Coffee Morning:** This first PSG coffee morning is held at the Geusseltbad Café, (close to the school), on the Monday of the *first full week* of school, at 8:30am. Subsequent **PSG coffee mornings** are usually held the First morning of school after any holiday break, from 8:30am, at the Mensa (DP student cafeteria).

**2.2.2 Welcome Picnic:** An outdoor social event hosted by PSG to facilitate building of the UWCM community among current and new families. It is a potluck event usually held on the last Saturday in Sept.

**2.2.3 Welcome Walk Maastricht:** This guided tour around the historical city is a great way to discover the highlights of Maastricht and to meet other parents. This first one is sponsored by PSG. Usually hosted in early September.

**Parent Walks:** Subsequent venues and dates are set by volunteer parent coordinator/s.

**2.2.4 Halloween:** A fabulously fun event of the year and the first main PSG fundraiser. Costumes, candy, games, haunted house and the Black Cat Inn (food) are some of the spooky things in store for all! Usually held at the end of October, before the Autumn break.

**2.2.5 Winter Fair:** This second major fundraiser for the PSG is held in early December. An evening filled with games, gifts, raffles, Christmas Market, Charities and, of course, food.

**2.2.6 Parent / Teacher Social Events:** A kids-free adult night out organized twice a year for parents/ teachers. What's been popular: Boogie the night away at a parent disco! Or a fun Quiz night!

**2.2.7 International Fair:** A showcase of the myriad nationalities represented at UWCM. Participating countries are represented in an international parade and may choose to host stalls that offer a glimpse into their culture and provide traditional food/ crafts for all to enjoy. The international cast of performances is a major draw. Usually held in April.

**2.2.8 Teacher Appreciation Day:** Parents donate food/ baked goods as a thank you to our teachers. Usually held sometime in May.

**2.2.8 Volunteer Appreciation Day:** For all those that give of their time, effort and other help through the year. PSG coordinates the gathering at a designated venue.

**2.2.9 Farewell Picnic:** A social potluck gathering for the UWCM community at the end of the school year.



## **2.3 School Events that include PSG Help:**

**2.3.1 New Boarders Welcome:** PSG provides coffee and a warm welcome, along with UWC, to new DP residential students and their families.

**2.3.2 New Families Welcome:** PSG provides an information packet to help families new to UWC.

**2.3.3 Year 6 & Year 13 Graduations:** Parents provide baked goods or supplies as requested by the organising committee.

**2.3.4 Art & Music Shows:** Parents provide baked goods or supplies as requested by Music Department

**2.3.5 Student led Conferences through the year (YES, IPC, TOK, TEDx, MUN):** Parents provide baked goods or supplies as requested by students/ committees.

**2.3.6 MYP Dances:** Parents provide baked goods or supplies as requested by students/ committees.

## **3. Finances**

In order for the PSG to finance activities for the UWCM parent & student community, and to cover administration costs, the PSG needs to raise funds. The PSG does not collect any membership fees. It raises money mainly through social events sponsored by PSG.

The PSG is a registered **non-profit organisation** (Vereniging met beperkte rechtsbevoegdheid).

It is important to keep an **operating reserve** to ensure the future health of the PSG. By looking at the historical reserves, as well as the financial statement of the past years, the PSG Board decides on the amount of the operating reserve.

*An operating reserve is an unrestricted fund balance set aside to stabilize a non-profit's finances by providing a "rainy day savings account" for unexpected cash flow shortages, expense or losses. Reserves should not be used to make up for income shortfalls, unless the organization has a plan to replace the income or reduce expenses in the near-term future. In short, reserves should be used to solve timing problems, not deficit problems.*

### **3.1 Estimated budget**

It is important for every PSG Board to discuss and plan a budget at the start of the academic year.

The Board should study the previous year's financial statements to see what worked and what went wrong. They shall determine the projected financial requirements of the new academic year, taking into consideration the funds needed for the programs, projects and events. They shall determine the sources of funds to meet these requirements. The PSG Board then develops the annual budget.

#### **Costs / Expenditures**

Costs that needs to be funded are **administration** costs (stationary, bank charges, make-up for events, postage etc.), **social activities and events** (Coffee mornings, Picnics, Walks , Thank You event, etc.) as well as **supporting the school events** (Year 6 Graduation, Year 13 Leaving Ceremony, School Conferences). The PSG receives a steadily increasing number of requests from parent/ school led

events, students and external charities for contributions (be it for money, goods, services or a helping hand). This makes it necessary to have Donation Principles in place (see 3.3)

### **Income / receipts**

Income is generated by **fundraising** events. The main events are Halloween, the Winter Fair and the International Fair. Funds can also be raised by having Bake Sales, selling merchandise (tea towels, Friendship books), Car boot sales, etc. It is important that all events are approved by the school and adhere to the principles and values of the UWC. The outlined Fundraising Principles serves as a guide in planning future events (see 3.2).

The adoption of the budget authorizes the treasurer to pay for routine expenses covered in the budget. Budgeting for events – See Fundraising Principles

## **3.2 Fundraising Principles**

Fundraising efforts should be focused on why the fundraising needs to be done.

Questions to be considered when planning a fundraising event include: Does a fundraising event add to the community, add to the enjoyment of students, and the values of the UWC? Is it non-religious, racist, or will it upset any part of the international community? Is it exclusive or inclusive? Does catering at the events meet the needs of vegetarians, vegans, or different religious groups – are there enough choices/alternatives available? Event planners should also consider what is the cost per euro raised? Is the amount of time and effort worth the funds raised?

### **Fundraising event planning**

Planning for a successful fundraising event will include preparing a budget. All event coordinators should prepare a preliminary budget and present it to the PSG board. If it is not possible to do so in the monthly PSG Board meeting before the event, it should be sent to the Board by email.

The event coordinator should estimate the number of attendees and the potential income, and should try to cover the costs of the event with entry fees/ticket sales.

If a cash float (notes/coins/ cash box) is needed for an event, the request must be submitted timeously to the Treasurer. This initial seed money needs to be returned to PSG from funds raised at event. Two cash boxes are available and will be handled by a PSG Board Member.

Any funds raised for the PSG (or on behalf of the PSG) have to be approved by the PSG Board. For example a Board member or any other member of the PSG cannot organise a bake sale without the permission of the PSG Chair and/or consent of the majority of the Board.

Any funds raised must be used for the purpose for which the money was collected. If you raise funds for a charity (or third party), then all funds raised must go to that charity. (Please see guidelines below)

### **Guidelines for Fundraising by external parties at PSG events:**

- Requests should be approved by the PSG Board.
- Reputable fund raising organisations (Red Cross, Unicef...) should be considered.
- Needs to be School approved and/or projects supported by the school.

Questions to be considered by the PSG Board when helping with external fundraising request:

Does it serve the local community? Do third party fundraisers get a kick-back? How sure is the PSG that the money raised goes to the charity? Is there an audit trail? Does it show favouritism? When the requests are received for raising funds for an individual or family (that faced a tragedy), no Board member that has personal ties should be allowed to participate in the decision making. Are students requesting help willing, passionate and actively involved in the fundraising, or are they just using the PSG as an easy option?

### **3.3 Donation Principles**

The PSG is committed to serve the parents of the UWC, as well as the local community. It is impossible for the PSG to accommodate the many donation requests it receives. The current elected PSG Board has to evaluate every request and decide whether to facilitate the request or not.

Donation principles Guidelines: When receiving a request for a donation (be it cash, goods or a helping hand), it is of utmost importance to consider that the request be in line with the values of the UWC. Donations made or received should be non-religious, non-political, and should not offend any group within the school community. The availability of the PSG funds should be considered when making decisions.

#### Also Consider:

Is the receiving agency/charity well-established and reputable? If a charity/agency is implicated in a scandal, the PSG's integrity will suffer.

When students receive donations for their supported charities, consider if there is an audit trail or procedures in place to insure that all money goes to the charities. Charitable donations of the PSG, must be set up to benefit an indefinite class of individuals, not particular persons.

### **3.4 Financial Principles and Procedures**

**All** Board Members are, by law, equally responsible for the finances and the actions of the PSG. It is thus important for all Board Members to make sure financial procedures are followed and that control measures to prevent fraud are in place.

**Internal controls** are a process designed to provide reasonable assurance regarding the reliability of financial reporting, the effectiveness and efficiency of operations, and compliance with applicable laws and regulations. Internal controls should be the cornerstone of all financial transactions.

The treasurer cannot distribute the PSG funds without the Board's approval. All expenditures have to be discussed and approved by the Board (or PSG Chair) before being made.

The Treasurer is responsible for keeping the accounts of the PSG finances. The PSG Chair should regularly check that all records are up to date and that all transactions done, were properly authorised.

The treasurer **and** at least one other member of the PSG Board should have signatory rights on the bank account. The Board prepares a total account of income and expenditure at the end of each school year and makes this available to parents.

(For further information about the role, tasks and responsibilities of the Treasurer, see 1.4 Board Roles)

## 4. Useful Information

### 4.1 UWC

Physical address: Discusworp 65  
6225XP Maastricht  
The Netherlands

Postal address: PO Box 1187  
6201 BD Maastricht  
The Netherlands

Email: [info@uwcmaastricht.nl](mailto:info@uwcmaastricht.nl)

Website: [www.uwcmaastricht.nl](http://www.uwcmaastricht.nl)

Phone number: +31 (0) 432 410 410

Fax: + 31 (0)432 410 411

The PSG uses the same physical & postal address as the UWCM. Postal mail (as well as other messages, paperwork, invoices etc.) addressed to the PSG can be picked up from reception in the Secondary building where the PSG has a pigeonhole. It is best to have a specific Board Member collect the mail to ensure regular collection and avoid miscommunications.

### 4.2 Kamer van Koophandel (KvK)

The PSG is registered at the **Kamer van Koophandel** (Chamber of Commerce) [www.kvk.nl](http://www.kvk.nl)

Registered name (*Statutaire naam*): Parents' Support Group  
Legal Entity: Association (Non-profit Organization)  
*Rechtsvorm*: *Vereniging met beperkt rechtsbevoegdheid*  
Officials: Joint authority  
*Bestuurders(s)*: *Gezamenlijk bevoegd*

Any changes made to the Board must be registered with the KvK as soon as possible. New Board members have to register and leaving members have to deregister. A change of address by a Board member **within** the Netherlands does not need to be reported. However, Board members who do not reside within the Netherlands have to register their change of address. With every registration, all **joining** and **leaving** Board members, as well as the person who fills in the paperwork, have to sign the forms (see below) and provide a copy of a valid proof of identity (e.g. passport, Dutch driving licence, European identity card). The forms and attachments have to be posted to the nearest KvK office (as found on the website). Currently: Postbus 735, 5600 AS Eindhoven. A hardcopy of the registration papers are kept by the Secretary (or another member if so decided).

## Forms (Formulieren):

When a new member is selected to the PSG Board, fill in **Form 22** (downloadable from the KvK website).

Forms to register persons who can operate on behalf of the company or legal entity

- Executive staff member of a foundation or association without a company(form 22)

[http://www.kvk.nl/download/22%20executive%20staff%20member%20of%20a%20foundation%20or%20association%20without%20a%20company\\_tcm109-365793.pdf](http://www.kvk.nl/download/22%20executive%20staff%20member%20of%20a%20foundation%20or%20association%20without%20a%20company_tcm109-365793.pdf)

When a current member of the PSG Board resigns, fill in **Form 16** (downloadable from the KvK website).

Forms to change or end a registration

- [An official's details](#) (form 16)

[http://www.kvk.nl/download/16%20an%20officials%20details\\_tcm109-365798.pdf](http://www.kvk.nl/download/16%20an%20officials%20details_tcm109-365798.pdf)

In Dutch: Voor het inschrijving functionaris voor een stichting, vereniging of vereniging van eigenaars zonder onderneming.

[http://www.kvk.nl/download/Formulier-22-inschrijving-functionaris-vereniging-of-stichting\\_tcm109-365602.pdf](http://www.kvk.nl/download/Formulier-22-inschrijving-functionaris-vereniging-of-stichting_tcm109-365602.pdf)

Voor het uitschrijven of schorsen van een bestuurder, vennoot, maat, enig aandeelhouder, commissaris, gevolmachtigde of vereffenaar.

[http://www.kvk.nl/download/Formulier-16-wijziging-functionarisgegevens\\_tcm109-365609.pdf](http://www.kvk.nl/download/Formulier-16-wijziging-functionarisgegevens_tcm109-365609.pdf)

## 5. Communication

### 5.1 Important Addresses

UWC Maastricht	0432 410 410 Reception	<a href="http://www.uwcmaastricht.nl">www.uwcmaastricht.nl</a> <a href="mailto:info@uwcmaastricht.nl">info@uwcmaastricht.nl</a>
Student Illness/absence	0432 410 410	<a href="mailto:studentabsences@uwcmaastricht.nl">studentabsences@uwcmaastricht.nl</a> Also send an email to your child's tutor about absences
UWCM Communications Manager		Yoke Kerkhofs : <a href="mailto:y.kerkhofs@uwcmaastricht.nl">y.kerkhofs@uwcmaastricht.nl</a>
UWCM Facilities Manager		Petra Stassen: <a href="mailto:p.stassen@uwcmaastricht.nl">p.stassen@uwcmaastricht.nl</a>
UWCM Parent Support Group (PSG)		<b>Email:</b> <a href="mailto:psg@uwcmaastricht.nl">psg@uwcmaastricht.nl</a> <b>Facebook:</b> UWCMPSG
		<a href="http://www.uwcmaastricht.nl/About-Us/Division-Council-PSG/PSG">www.uwcmaastricht.nl/About-Us/Division-Council-PSG/PSG</a>
UWCM Division Council		<a href="http://www.uwcmaastricht.nl/About-Us/Division-Council-PSG/Division-Council">www.uwcmaastricht.nl/About-Us/Division-Council-PSG/Division-Council</a>
Holland Expat Center		<a href="http://www.hollandexpatcenter.com/region/maastricht">www.hollandexpatcenter.com/region/maastricht</a>
Maastricht tourist information		<a href="http://www.vvmmaastricht.eu">www.vvmmaastricht.eu</a>
Charlzz Tourist info EU region		<a href="http://www.charlzz.com">www.charlzz.com</a>
International Women's Club		<a href="http://www.iwc-sl.nl">www.iwc-sl.nl</a>
Meet & Greet Maastricht		Maastricht website, Maastricht University site, FB

**5.2 PSG Newsletter:** Usually sent on designated Fridays; Also posted at UWCM webpage, in the PSG section.

### **5.3 Facebook: UWCMPSG**

This closed group for parents/ guardians of UWC Maastricht students, is a forum to share PSG activities, and for parents/ guardians to post appropriate events of interest to the rest of the PSG.

PSG Facebook Rules and Use – By joining this group, it is assumed that you agree to these rules.

1. Inappropriate comments will be deleted. If the member continues inappropriate behaviour after three warnings, then he/she will be dis-invited/ excluded.
2. Be mindful of what you post: Do not post political or religious beliefs in this PSG Facebook group.
3. Questions or issues about UWCM should be communicated through the proper channels (UWCM leadership, Division Council or PSG Board) as this FB account is only a public/social forum. (Example: questions or complaints about UWCM will not be answered by the school management here at this site.)
4. Please Message private matters instead of posting on the Wall. Do not use the PSG's wall to have entire conversations that are really more appropriate for a private discussion or email. (Example: asking about items for sale in the Facebook group - this should be a private conversation between you and the seller)
5. Don't post Personal news - (Example: this PSG Facebook group doesn't need to know if you are having a bad day; communicate this with your good friends instead by messaging them directly).
6. Default rule: Apply the same courtesy, respect, and decorum you would in real life. The same rules of etiquette that apply in the "real" world, apply to this online community group. When in doubt, please remember to use the same courtesy and respect you would use in face-to-face interactions. (Example: it is NOT ok to be disrespectful or target a particular person in this PSG FB group.)
7. The PSG Board reserves the right to remove any post deemed unsuitable, pending a decision regarding the appropriateness of the post, and will communicate the same to the author of the post.

## **6. Online at the UWCM webpage**

Please look at the UWCM webpage for the following (Under the 'About Us' section; Next, from the left hand menu, choose 'Parent Support Group'):

- 6.1 List of Current Board Members & Year Reps
- 6.2 Current PSG Events Calendar
- 6.3 Current PSG Newsletters
- 6.4 Current Minutes of PSG Board Meetings
- 6.5 Current Agendas of PSG Board Meetings
- 6.6 General Volunteer Form
- 6.7 Specific Event Volunteer Request Form

Information about Division Council: ("About Us", then "Division Council") – Contact, Agendas, Minutes