



Parents of King's Bangkok (PoKB) Guidelines

Introduction & Ethos

The Parents of King's Bangkok (PoKB) is a group of parent volunteers who support our school community. Guided by the values of good manners, kindness, and wisdom, PoKB helps to create a welcoming, inclusive environment where families, staff, and children work together.

Joining PoKB is a great way to:

- Get to know other families
- Support school and parent events
- Contribute to community spirit
- Offer a friendly face to new parents

The school works closely with PoKB representatives, and we are grateful for the energy and commitment they bring to our community.

Purpose & Remit

The PoKB exists to:

- Strengthen links between parents, staff, and the wider community
- Help the school deliver social, cultural, and community events
- Share reminders and school information through year group representatives
- Welcome new families and provide informal advice

What PoKB is not for:

- Raising complaints or concerns about the school
- Discussing individual student matters

For all concerns, please use the **official school channels**, starting with your child's class teacher or



tutor. Further guidance can be found in the **Parents' Handbook**.

Membership & Structure

- Chairing: Meetings are co-chaired by the PoKB Chair and the Deputy Head of Primary.
- 2025–26 Roles:
 - Chair: Khun Weeranuch Dejsakulrit
 - Secretary: Vichaporn Rattanapian

The roles of Chair and Secretary are voted on annually by parent representatives.

Year Group Representatives (Year Reps):

- Act as the main point of contact for parents in their year group
- Share information and reminders from the school (e.g. trip dates, kit days)
- Support new parents and help them feel welcome
- Ensure all communication follows the [LINE Group Guidelines](#).

Selection Process:

At times, the school may invite parents to nominate themselves as PoKB reps. Applications are reviewed by the Executive Principal, Deputy Head of Primary, and PoKB Chair to ensure clarity of role. Our aim is to have at least one representative for each year group.

School Partnership:

PoKB works in close partnership with:

- Mrs Raffray (Executive Principal)
- Mr Jerome Marshall (Deputy Head of Primary)
- Ms Alys Leighton-Rahman (Deputy Head of Early Years)
- Mr Gibson (Deputy Head of Senior School)

Senior staff attend PoKB meetings and may invite other staff or Executive Committee members where relevant.



Meetings & Agenda

The PoKB meets regularly across the year, with dates set at the first meeting. Each meeting follows a standard agenda:

1. Review of actions from the previous meeting
2. Upcoming events and planning
3. Clarification of parent questions
4. Setting the next meeting date
5. Any other business (AOB)

Events

PoKB organises and supports a wide range of community events. Each member is asked to help with at least one event each year, sharing the load and keeping the work enjoyable.

Examples of PoKB-led events:

- Coffee mornings for new parents
- International families coffee mornings
- Light Up the Night
- Christmas Family Fair
- Parent & Staff Football (Tom Banyard Cup)
- King's Bangkok Family Fun Run

Events in partnership with the school include:

- Global Citizen Day
- Lunar New Year
- Songkran
- Other key school celebrations



Parent Social Events

PoKB also organises social opportunities for parents to connect across our multi-cultural community. These include:

- A welcome coffee morning or drinks for new and international families in Term 1
- At least one additional social event each term

Communication

- All PoKB communications, including LINE groups, must follow the Parent [LINE Group Guidelines](#).
- Year Reps may share reminders from the school, but **any concerns or student matters must go directly to the class teacher or tutor.**

Getting Involved

We warmly encourage all parents to:

- Join events
- Volunteer for activities
- Put themselves forward as a Year Rep

Every parent's contribution helps to strengthen the King's Bangkok community.

Review: All policies are reviewed regularly and may be updated.

Last edited: JMA, 18/09/2025