



Sandringham East Class Parent Representatives 2019

The nominated Class Parent Representative (Class Rep) provides a very important function in our school community. The role is one of liaison between the class teacher, other parents in the class, and the school council committees, with a purpose to help foster good communication in the school and to assist in the development of the school community.

We invite you to nominate yourselves as a 2019 Class Rep, keeping in mind the following considerations:

- The Class Rep (or a delegate) FROM EVERY CLASS should be able to attend Parent and Friends Association meetings, so as the parents in their class are well informed about what various school committees are doing.
- The Class Rep should be able to delegate, so the whole school community can have an opportunity to contribute to activities.
- The Class Rep should have the required time to dedicate to this important role to ensure successful lines of communication, which are generally via email.

Duties of a Class Rep include:

- Organising social activities outside of the school environment to provide class families an opportunity to get to know each other (eg. morning teas, parent dinners, family picnics etc.)
- Welcoming new families to the school
- Liaising with other Class Reps within their year level to coordinate their allocated parent community events, with support from all families within their year level and guidance from the PFA
- Liaising with other Class Reps within their year level to ensure there is morning tea for their year level Working Bee
- Organising their class Hunger Buster on their allocated date
- Communicating with their class parents on school based actions (Note: no personal/business emails may be sent to school parents)

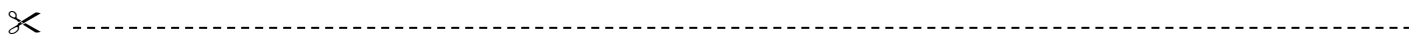
The function of the Class Rep is not formally structured and is not meant to be an arduous task. Year levels can work together to share the load and give ideas and support to one another. Delegation is the best way to “get a job done” without burning yourself out – share the load!

We appreciate the support you are willing to give to our school and look forward to another fantastic year at Sandy East.

Please return the below slip to the office by **Friday December 7th**.

Many thanks,

Laureen Walton - Principal



CLASS PARENT REPRESENTATIVE EXPRESSION OF INTEREST 2019

Name: _____ Phone Number: _____

Email Address: _____

Child's Name: _____ Year Level in 2019: _____

Signed: _____ Dated: _____