

Sandringham East Primary School



Class Parent Representatives

Information



# CLASS PARENT REPRESENTATIVES

# Information

## **Introduction**

Being a Class Parent Representative (Class Rep) is a wonderful opportunity to be a part of the children's education and the SEPS community. Class Reps are valued members of the school community and their time and commitment are very much appreciated.

The role of the Class Rep 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.

The function of the Class Rep is not formally structured and is not meant to be an arduous task.

The Class Reps form part of the Parents and Friends Association (PFA), one of the School Council Sub-Committees.

## **Structure of the Parent Representative Team**

Each class from Foundation to Level 6 will have at least one Parent Representative, who will be approached to volunteer for a calendar year. Normally there are two Parent Representatives for each class, as working in pairs can be less daunting especially for new parents in the school community. "A job shared is a job halved" and it is always good to bounce ideas off each other and to cover for absences.

## **Confidentiality**

Paramount to the role of the Class Rep is the understanding of confidentiality of the parents and/or carers, the children and the teachers within the school community. This role requires mutual trust and respect, effective communication and a willingness and commitment to promote a harmonious environment for all.

The Class Rep should at all times be respectful of the privacy of others. SEPS recognises and respects privacy and is committed to protecting the privacy of all families. No family information will be disseminated unless permission is given by the family, through completion of a permission form each year.



## Role of the Class Parent Representative

The role of the Class Rep at SEPS can include, but is not limited to the following:

- Compile and maintain a contact list for their class via the correct school protocols (refer to the above section on Confidentiality).
- Organize social activities outside of the school environment, to provide families an opportunity to get to know each other. It is suggested to do this at least once each term and can include; Coffee Mornings, Mum's Dinner/Drinks, Dad's Dinner/Drinks, Family Picnics etc. Please note that parent organized events outside of the school must carry the following disclaimer at the bottom of the communication:

**Please note that this event has been organised by the parent community and is not associated with SEPS, its Principal, Assistant Principal or its School Council.**

- Welcome new families to the school and assist them in getting to know other families and to feel part of the school community.
- Liaise with the other Class Reps within their year level to coordinate their allocated parent community events, with support from the families within their year level.
- Liaise with the other Class Reps within their year level to provide morning tea for their allocated Working Bee date.
- Organize and manage their class Hunger Buster on their allocated date, with support from their class families.
- Cascade any school based communications from the PFA Class Rep Coordinator or teacher to their class families in a timely manner.
- Develop a working relationship with their class teacher by communicating regularly to ensure all needs are being met.
- Advise the Principal of those requiring possible assistance through the school Cook & Care program or assistance with special events or condolences.
- Attend the monthly PFA meetings to discuss issues relevant to the children's schooling, plus be made aware of events within the school and for the Principal to be available to update parents.



## **What the Class Parent Representative is NOT Responsible For**

The Class Rep does not circumvent the parent/carer/teacher relationship. If any parent has any concerns regarding their child's education, the Class Rep must advise the concerned parent/carer to converse with the teacher or Principal directly.

## **Class List**

Class Lists are central to supporting communication with and between the class families. Class Reps are to use the information provided by the family on the permission form to create a list. Even if a Class Rep knows the family, they are not allowed to include any additional details (eg home phone number, Dads phone etc). The preferred format is Excel or Word.

Once complete, the Class List is to be shared with the class families and a copy is to be emailed to the school office.

## **Communication Protocols**

To promote fast and effective communication, email is the primary method used (where possible) by Class Reps to share information with their class families. All emails are to be distributed using the BCC (Blind Carbon Copy) function, to prohibit parents using the 'Reply All' function. However the Class Rep may use other forms of communication (eg text messages) if they suit the needs of the families in that class. It is not unusual for communication to be very different in the senior year levels, compared to the junior year levels.

It is important to ensure those in the class without email access still receive all communications. For ease, it is suggested Class Reps print out a copy of any email and ask the teacher to send it home with the relevant child.

Communications originating from the teacher or PFA Class Rep Coordinator are to be forwarded by the Class Rep to their class families in a timely manner.

Communications from Class Reps regarding social elements or fundraising/support requests are to be discussed with the Principal before being cascaded. Please note that parent organized events outside of the school must carry the following disclaimer at the bottom of the communication:

**Please note that this event has been organised by the parent community and is not associated with SEPS, its Principal, Vice Principal or its School Council.**

Class Reps are to notify the school office and Principal of all social activities planned, so they may be recorded within the school calendar.



## **Parent Community Support Requirements**

An annual schedule is published at the beginning of the school year listing all the events planned that require Parent Community Support in order to be successful. Each event is allocated to a school year level to manage, which is coordinated by the Class Reps of that year level.

For each event, Class Reps will be provided with instructions detailing what activities are required and are encouraged to find parent volunteers from their class to assist. This may be asking parents to help warm pies on Footy Day, assist on the Mothers/Father's Day stalls, marshal a point at the Walk-a-thon, supervise at the Disco etc. The Class Reps should be able to delegate, so as the whole school community can have the opportunity to contribute to activities.

## **Hunger Busters**

Hunger Busters are individual class fundraising events, where all the money raised this year is donated to support our two sister schools in the Philippines. The class families are required to contribute food that can be sold on a stall for a set amount of money (50c per item).

Class Reps are required to coordinate this event for their allocated class date, which requires assistance from the class families for set-up, selling and pack-up.

## **Working Bees**

Working Bees are fundamental to maintaining safe and orderly learning environments for the students at SEPS. Parents are required to participate only one Sunday a year per year level in which they have a student, to assist with simple tasks including gardening, cleaning, clearing, mulching and maintenance jobs around the school grounds.

The school distributes the flyers and information to class families and teachers coordinate the activities on the day, however Class Reps are responsible for organising morning tea on their allocated year level Working Bee date, so the families who help can have light refreshments afterwards. As each Working Bee is a combined year level event with up to three classes, it is suggested that each class provides 2-3 plates of food. Class Reps may ask class parents to assist with this, rather than providing it themselves.

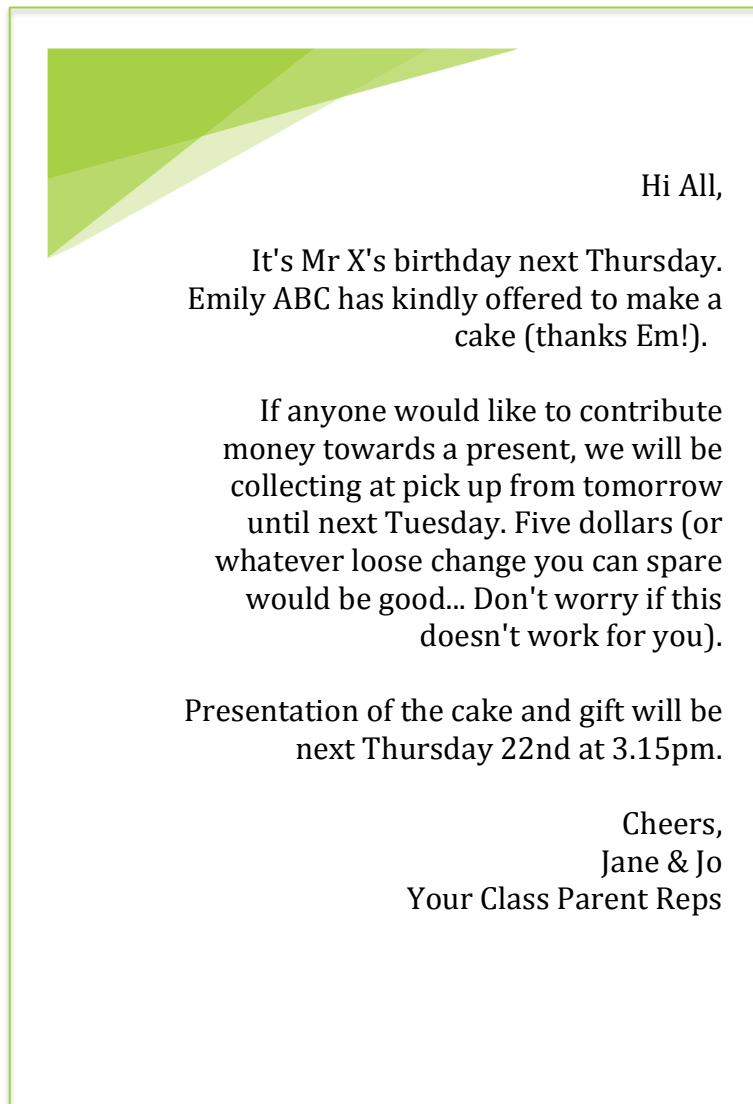
## **Teacher Birthdays/Special Occasions**

It is SEPS tradition for teacher birthdays and special occasions (such as a wedding/new baby) to be acknowledged and celebrated by the children, whether by informal messages of congratulations or by a small class presentation. Depending on the wishes of the class families, Class Reps may organize a voluntary collection for parents to contribute to a card/small gift, offer to bake a cake etc. If a small presentation is planned, Class Reps need to liaise with the teacher/s when it is near the date to avoid clashes with the teaching program.



In the past, wording of communications to request participation in the celebratory events has proved problematic (with some parents feeling concerned that because they are not in a position to contribute then their children will miss out on the party).

The following wording can be used as a guide when organising a celebration:



It is recommended that the card to commemorate the event be generically signed on behalf of the class.



## APPENDIX 1 - PFA Representatives

Below are the holders of other positions in the SEPS Parents & Friends Association for 2017. Nominations and elections take place at the AGM for the President, Vice-President and Minute Secretary, which is the second PFA meeting of the school year held in March. The other roles are less formally assigned.

All committee members hold their positions for a calendar year until the next AGM.

<b>President</b>	Lisa Holmes
<b>Vice President</b>	Kerry Thomson
<b>Minute Secretary</b>	Edwina Jenkins
<b>Class Rep Coordinator</b>	Kerry Thomson
<b>Head Lice Coordinator</b>	Susan Savage
<b>Cook &amp; Care Program Coordinator</b>	Michelle Ferguson
<b>Second Hand Uniform Shop Coordinator</b>	Sophia Ali
<b>Book Club Coordinator</b>	Jennie Burrows
<b>School Banking Coordinator</b>	Charlotte Nuttall Gabi Reichart

2017

Doc Owner: PFA Vice President

Doc Date: 27-April-2017