Guidelines for Class Representatives

The class representative system aims to establish and maintain a line of communication between parents and the classroom teacher.

The role of the class representative is to:

- Collect the signed contact detail forms received from parents/guardians at the beginning of term.
- Produce a class contact list (see attached proforma).
- Circulate the list to all parents/guardians in that class as soon as possible after the start of the school year.
- Update and re-circulate the class contact list as necessary throughout the year.
  (Please note: this list is NOT to be used for commercial or marketing/advertising purposes.)
- Set up a group email list.
- Make regular contact with the teacher regarding:
  o help with excursions and incursions
  o rosters for class helpers
  o requests for materials for classroom projects
  o assistance with school events/activities (particularly in the junior levels).
- Circulate and promote information regarding fundraising projects and special activity days on behalf of the Parent Teacher Association (PTA).
- Circulate and promote grants information on behalf of Funding, Communication & Marketing (FCM) Sub-Committee.
- Provide a personal approach to welcoming new families into our school community.
- Organise opportunities for parents to socialise within a class/year level; for example, coffee mornings, park play afternoons, restaurant nights etc.
- Organise an end-of-year thank you celebration for your child's teacher. The class representative may coordinate, with the assistance of others, a gift for the teacher at the end of the year, if the majority of parents are keen and willing to participate.
- Provide assistance in the classrooms with displays and cleaning at the end of term/year.
- The class teacher should be copied in on all emails to parents so he/she is aware of what has been communicated to parents by the class representative (with the exception of reminder emails about PTA events).
- Send all relevant email communication to parents using blind copy (BCC).

How class representatives are appointed:

- At the beginning of the school year, a teacher will ask for expressions of interest from parents/guardians or a parent/guardian may volunteer.
- If expressions of interest are not forthcoming, the class teacher may approach individual parents/guardians within the class.
- The role of class representative can be shared very effectively between two parents/guardians.
- If a class representative goes on leave then they should make arrangements for someone to cover in their absence.
- Ideally an existing parent will assume the role for prep classes to support prep parents new to the school.

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