



## Guidelines for Class Representatives

### Rationale:

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

### Implementation & Guidelines:

The role of the class representative is to:

- Act in accordance with the School Vision, Mission and Values.
- 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:
  - help with excursions and incursions
  - rosters for class helpers
  - requests for materials for classroom projects
  - 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.
- Drop-off points within the classroom and material requests for classroom activities.
- Circulate and promote grants information on behalf of Funding, Communication & Marketing 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.
- Distribute tasks to other parents within the class group to share the workload.
- Assist seeking class representatives for following school 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).
- Parents should be made aware that they can be blind copied in on group emails if they want to be 'in the loop' but don't want their personal details publicised.

- Parents may opt to have some, none or all of their information shared with the whole class.
- Parents may wish to speak to the class rep about school matters, the class rep should encourage the parent to: speak to the teacher, and then speak to the Principal.

#### **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 class representative role will be held for one year.
- A minimum of two Class Representatives shall work together in any one year.
- 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.
- In the case that a parent(s) may have had multiple years as a Class Rep, the teacher can share the workload/responsibilities by asking other parents seeking this role to also be a class rep, provided it does not go beyond the minimum of two class reps.

#### **Evaluation:**

- This policy will be reviewed as part of the school's three year review cycle.

This policy was ratified by School Council - June 2017

## Appendix 1: School Uniform Items

The Kew Primary School uniform is made up of articles of clothing in school colours (sky blue and navy blue) and consists of the following:

### Winter uniform

- Winter jacket (with school logo) or Year 6 Commemorative Jumper
- Navy blue rugby top (with school logo)
- Navy blue windcheater (with school logo)
- Navy blue polar fleece vest (with school logo)
- Long sleeved navy blue polo shirt (with school logo)
- Navy blue track pants (several styles available)
- Navy blue shorts
- Black or navy blue tights or leggings
- Winter skirt

### Summer uniform

- Short sleeved sky blue polo shirt (with school logo)
- Short sleeved navy blue polo shirt (with school logo)
- Navy blue shorts
- Summer dress
- Skirt
- Pants
- Black or navy blue leggings
- Wide-brim hat or Legionnaires hat (with school logo) – see Sun Smart Policy Sports uniform
- Senior School Kew Sports Top
- Coloured (blue, red, green or yellow) House t-shirts, optional for specified sporting and other events Accessories
- Navy blue school bag (with school logo)
- Socks – white, black or navy blue
- A sky blue or navy blue skivvy may be worn underneath an article of clothing that has a school logo in winter for extra warmth.

The school uniform is available from Bob Stewart, 201-211 High Street, Kew and many items are available from the Kew Primary School Second Hand Uniform Shop (for shop hours, please refer to the office). Please ensure all clothing and hats are named.