



Guidelines for Class Representatives

Effective Date: 29 January 2014

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:
 - 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.
- 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.
- 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.

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.

Prepared by Nikki McConnon with input from existing class representatives and class teachers (September 2013).

For School Council endorsement for implementation from 29 January 2014 onwards.