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| <b>Streeton Primary School<br/>Policy Manual</b> | <b>700 Management Policies<br/>711 Class Parent Representatives</b> | Page: 1 of 1<br>Issue No: 1 |
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## **1.0 VISION**

1.1 Provide a link between the class teacher and parents of a class, particularly for the organisation and co-ordination of class educational and social activities and classroom assistance.

1.2 Provide a more personal means of welcoming new families and teachers to our school.

1.3 Establish and maintain a line of communication between the parents and the school administration.

## **2.0 ACTION**

2.1 Class parent representatives' responsibilities differ from the classroom helpers' role and may include:

- Providing assistance to class teachers in organising classroom support and rosters. These duties are outlined in the Class Parent Representatives Roles and Responsibilities document.
- Assisting in the welcoming and assimilation of new families into the school community.
- Circulating and promoting information regarding fundraising projects and special activity days (circulated and promoted under the direction and with the authority of the class teacher).
- Assisting in promoting and organising opportunities for parents to socialise and be aware of the parent community within a class. E.g. Coffee shop meet-up, park play afternoon, restaurant night.
- Encouraging parents to participate in classroom support so that the responsibilities are shared.
- Maintaining an up-to-date class contact list.

2.2 The role of the class representative may be shared and appointments may be for the school year or a shorter period.

2.3 Ensure Parent Representatives are familiar with the school's privacy policy.

2.4 Appoint parent representatives at the beginning of each year by seeking expressions of interest via the Class Contact List form circulated for each class. The class teacher has the ultimate responsibility for selecting their class parent representative/s.

2.5 Hold a meeting at the beginning of the year with a Principal Class officer and the newly appointed class parent representatives to outline the aims, objectives and role. Meetings may then be held each term or as required. These meetings provide an opportunity for parents to provide feedback and exchange ideas both within and across year levels.

## **3.0 REVIEW**

This policy will be reviewed regularly, as part of the school's policy review process.