



# Parent Class Representative

Dear Parents/Guardians,

As you know, Crafers Primary School prides itself on a strong sense of community, where parents are encouraged to play an active role in the life of the school.

With this in mind, Crafers Primary School will be introducing the role of **Parent Class Representative (aka Class Rep)** to the school in 2022. We believe this role will be fundamental in helping to further strengthen the school community by helping to build friendships and social networks while helping to support our children, each other and the teachers at class level.

## How it works

In preparation for each new school year, the school will ask for a parent (or two) to nominate as the Class Rep/s for the year ahead.

## Parent Class Representatives:

- Must be a parent of a child in the class they are representing
- Must be supportive of the school
- Must have a friendly, positive, inclusive approach and be willing to initiate contact and reach out to parents in the school community
- Must hold a current COVID Vaccination record, Working with Children Check (WWCC) and have completed the Responding to Risks of Harm, Abuse and Neglect - Education and Care (RRHAN-EC). For more information, please contact the Crafers Primary School front office admin team who can help arrange this for you.

## Role of the Parent Class Representatives includes:

- Having regular informal chats with the class teacher to show continued support
- Assisting the teacher in sourcing helpers for activities/excursions, if required.
- Encouraging parents, within their class, to network and participate in the life and activities of the school in some way, however small, throughout the year.
- Meet and support new parents to the class
- Be a point of contact for parents who have queries about school activities or events
- Plan casual class social events/activities - see examples below
- Attend P&F Committee Meetings once a term to debrief. The committee meet on Thursday evening in weeks 2 and 7 of each term.
- Be respectful of everyone's privacy and ensure that the confidentiality of teachers, students and parents is maintained at all times.
- Inform the P&F Committee if parents have fundraising ideas and suggestions as to how funds should be spent.

## Some examples of casual class social events/activities

- Organise an after school play
- Whole class BBQ/Picnic
- Class Mum's or Dad's Night Out
- Class Play Dates (even for bigger kids)
- Organise an end of year Teacher Gift
- Coffee catch-ups/afternoon/morning teas
- Class Games Night (for the whole family)
- Organise a birthday card for the teacher on behalf of the class

## What the Class Rep role is not:

- To know everything (refer parents to class teacher or front office as necessary).
- To remind other parents of everything (refer parents to Newsletter, Website, emails, SkoolBag App or Seesaw App as appropriate).
- Complaints Management (refer parents to the classroom teacher or school parent complaint policy available on the website).

## Parent Class Representative Coordinator

Class reps are supported by the Parent Class Representative Coordinator (aka Rep Coordinator) who is also the current serving President of the Parents & Friends Committee. The Rep Coordinator will:

- Be responsible for any questions or concerns that the Class Reps have and the liaison between Class Reps and School Leadership
- Induct Class Reps at the Welcome Drinks arranged by the serving P&F Committee
- Provide the Class Reps with a list of class parent emails at the start of the year as a means of communicating with parents. The school will ensure that parent permission has been obtained prior to sharing contact details.
- Keep Class Reps informed of events and activities discussed in P&F Committee meetings

## How to nominate to be a Parent Class Representative 2022

To nominate yourself as a Class Rep for the 2022 school year, please complete and submit your expression of interest eForm via the SkoolBag app no later than **Friday Week 1, Term 1.**

The Parent Class Representative Coordinator, Sally Barton, is happy to answer any questions you might have about the role/program. Please do not hesitate to get in touch via email at [dl.0107.info@schools.sa.edu.au](mailto:dl.0107.info@schools.sa.edu.au)

All nominations will be collated and 2022 Parent Class Representative will be notified when all roles are confirmed and new Reps will be introduced to their class parent groups at the CPS Welcome Night.

## Thank you!

The impact that you have in this role is not measured by the number of events you succeed in putting together or even the number of families attending such events, but the great value that you add as a volunteer both within and outside of the school.