



Classroom Parent Representative Guidelines

www.kelmscottprimaryschool.wa.edu.au

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Introduction

Thank you for volunteering for the role as Classroom Parent Representative for your class. It is a wonderful opportunity to be a part of your child's education and the Kelmscott School community. As a Classroom Parent Representative, you are a valued member of our school community and your time and commitment are very much appreciated.

The purpose of the Classroom Parent Representative is to help foster good communication in the school and to assist in the development of school community. It provides another means of uniting the school community and enhances the quality of relationships within the school between teachers, parents and the children.

Each class from Kindergarten to Year 6 will have at least one Classroom Parent Representative. The function of the Classroom Parent Representative is not formally structured and is not meant to be an arduous task.

While the Classroom Parent Representative team acts separately to the Parents and Citizens (P&C), they work within the P&C, and are encouraged to assist the P&C with large school events. Such events will be managed by the Classroom Parent Representative Coordinator.

Protocols of the Classroom Parent Representative

Paramount to the role of the Classroom Parent Representative is the understanding of confidentiality of the parents and/or carers, the children and the teachers within the school community. This role requires mutual trust, communication and a willingness to promote a harmonious environment for all.

Primarily, the class teacher is responsible for the children in his/her care. The Classroom Parent Representative should direct all enquiries from parents to the class teacher or Principal. The Classroom Parent Representative is to support the class teacher and therefore adhere to the teacher's directions.

Structure of the Classroom Parent Representative Team

A Classroom Parent Representative can volunteer for a particular class group for a calendar year. Normally there is one Classroom Parent Representative for each class group, but it is recommended that there are two Classroom Parent Representatives for each class group. Working in pairs can be less daunting especially for new parents into the school community.

"A job shared is a job halved" and it is always good to bounce ideas off each other and to cover for absences.

Confidentiality

The Classroom Parent Representative should at all times be respectful of the privacy of others. Kelmscott Primary School recognises and respects your privacy and is committed to protecting the privacy of all families. No family information will be disseminated unless permission is given by the family. All families are asked to complete the "Request for Parent Contact Details" which is attached as Appendix 1. Classroom Parent Representatives will organise the distribution of this letter by contacting the Front Office. The School will then distribute to each family in Term 1.

Role of the Classroom Parent Representative

The role of the Classroom Parent Representative can include, but is not limited to the following:

Developing a working relationship with the class teacher by meeting on a regular basis to ensure all needs are being met;

Once contact details have been provided by the Principal, welcome new families and assist them in getting to know other families and to feel part of the school community; Promote communication between the school and the parents/carers;

Compile a family contact list for the class group via the correct school protocols (see above section on Confidentiality) to organise volunteers for large organised school activities;

To liaise with other Classroom Parent Representatives when required;

Any delegation of jobs or tasks to parents needs to be followed up prior to the event and confirmed by the Parent Rep that what the Parent Rep has asked to be done is going to happen. This will ensure that no area is forgotten or overlooked. If people cannot fulfil their jobs or tasks then a replacement can be obtained prior to the event happening. The Parent Rep will oversee the event and fill in where need be. The final responsibility for any jobs or tasks rests with the Parent Rep;

Organise family activities out of school hours. This provides an opportunity for families to meet each other etc. This can be done at least once each term and can include;

- Mum's Dinner/Drinks
- Dad's Dinner/Drinks
- Children's Movies
- Family Picnics

Any delegation of tasks when coordinating an event needs to be followed up prior to the event and confirmed by the Classroom Parent Representative to ensure that all requirements are met and all offers will be followed through. If people are unable to fulfil their tasks then a replacement can be made or the Classroom Parent Representative can fill in where need be. The final responsibility for any job/task rests with Classroom Parent Representative.

What the Classroom Parent Representative is NOT Responsible For

The Classroom Parent Representative does not circumvent the parent/carer/teacher relationship. If any parent has any concerns regarding their child's education, the Classroom Parent Representative must advise the concerned parent/carer to converse with the teacher or administration staff directly.

Organised Whole School Events

The Classroom Parent Representative Group is the main line of communication and major support for enabling all whole school social events. Once events have been discussed and approved by the P&C, the Classroom Parent Representative Coordinator will contact all Classroom Parent Representatives to discuss what is required and provide a roster for volunteers. Examples of whole school events are;

- Movie Night
- School Disco
- Quiz Night
- Kids Matter Event
- Father's Day/Mother's Day
- Kelmscott Show

Photocopying Facilities

If you require any photocopying, please contact the Front Office.

Weekly Email

Classroom Parent Representatives are encouraged to advertise upcoming events in a weekly CPR email to be coordinated by the Classroom Parent Representative Coordinator can create a greater interest and participation in events, and it also personalises many situations in the School Community. Ideas of what to advertise in the newsletter are;

- Upcoming class events
- Reminders for parents to respond to deadlines
- A thank you note to parents who may have helped with an event

All requests for advertisement in the newsletter can be made through the Front Office.

How to Begin the Year

Below are suggestions on how to begin the new school year;

Introduce yourself to your class teacher. Have a meeting with them to discuss the specifics of your role and how you can work together;

Once you have received the contact details for the families in your class, introduce yourself to your class families. You can do this by way of the attached "Classroom Parent Representative Introduction Letter" which is attached as Appendix 2.

Organise a family activity for your class outside of school hours so all families can meet.

Appendix 1 – Example of Parent Contact Details letter

Distributed by the School

KELMSCOTT PRIMARY SCHOOL

River Road

Kelmscott Perth WA 6110

Telephone: 93908011

www.kelmscottprimaryschool.wa.edu.au

29th February, 2017

Dear Parents/Carers

RE: REQUEST FOR CONTACT DETAILS FOR CLASSROOM PARENT REPRESENTATIVES

As part of our Business Plan Kelmscott PS is endeavouring to promote communication and to assist new families joining our school community, we have a Classroom Parent Representative role assigned to each class group. In order to develop the lines of communication between teachers and parents/carers, the Classroom Parent Representatives would like to obtain the contact details for each family in their class group.

Due to the Privacy Act, schools are not permitted to provide family details unless approval is given by that family. To assist the Classroom Parent Representatives in each class to communicate with you, please complete the details below and return to your class teacher as soon as possible. **Only provide details that you are willing to provide to the Classroom Parent Representative for your class group.**

I would like to stress that Kelmscott respects the privacy of all families within the school community. We are aware that several families have silent telephone numbers and may prefer not to have their contact details given to the Classroom Parent Representative. These families may wish to contact their Classroom Parent Representative personally and make other arrangements so that they can be advised of class news or coming events etc.

Yours Sincerely,
Neil Spence
Principal

-
- I would prefer to contact the Classroom Parent Representative for my class group personally
 - I am happy to provide the following contact details to the Classroom Parent Representative for my class group

Child's Name _____ Class _____

Parent/Carer's Name _____

Address _____

Home Phone _____ Work Phone _____

Work Phone _____ Mobile _____

Email Address _____

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Appendix 2 - Example of Classroom Parent Representative Introduction Letter

Dear Year 1 Parents/Carers

I wish to introduce myself and extend a warm welcome to you and your family.

As the Classroom Parent Representative for your child's class, I help to foster communication within the school, and to assist with the development of the school community. This is another means of uniting the school community and enhancing the quality of relationships within the school between teachers, parents/carers and the children.

Please feel free to contact me if you wish to help in the classroom or if you require information on how you can be involved as a parent/carer at Kelmscott.

I look forward to meeting you at our first social function.

Yours Sincerely

Classroom Parent
Representative – Room 12

Phone _____

Email _____

Appendix 3 - Example of an Invitation to a Class Event

Dear Parents/Carers

I would like to invite you and your family to join me at our upcoming Year 1 Children's Play Date.

Venue Playground, Rushton Park

When Saturday 22 February 2012

Time From 10.00am

Please return the RSVP slip back to me by 15 February to enable for bookings to be confirmed with the centre.

I hope that you are able to join us for a wonderful morning.

Yours sincerely

Room 12 Classroom Parent Representative

RSVP

the _____ Family are able to attend the above function

the _____ Family are unable to attend the above function

Signed _____

