



# Lake Joondalup Baptist College

## Primary School Parent Class Representatives Guidelines



**Grow with confidence**

*at our school!*

The Parent Class Representative Guidelines aim to further enhance the communication that currently exists between the school and families, thus strengthening our community and providing opportunities for the maximum number of parents and caregivers to be involved as active partners in their children's education.

This document outlines the roles of:

Class Representative Coordinator – who may also be a member of the Primary P&F  
Parent Class Representative – generally being one parent representative per class.

The program will be overseen by the Dean of Primary.



### **The Class Representative Coordinator**

The Class Representative Coordinator (Class Rep Coordinator) has been delegated the role of coordinating Parent Class Representatives (Class Reps). During the year, the Class Rep Coordinator will help to coordinate the network of Reps with regards to planning and connecting together as needs be.

The Class Rep Coordinator will provide a full list of Class Reps to the P&F Committee, the Deans of Primary and the Class Reps themselves. They will meet with the Class Reps at the start of the year to outline duties and expectations and to share ideas for possible social functions and opportunities where they might offer assistance. They will liaise with the P&F and report on this portfolio regularly at P&F meetings and will be the contact person for the Class Reps, providing assistance when required.

The Class Rep Coordinator will work through the Dean of Primary for direction and assistance to carry out the role.



## Parent Class Representatives

The Parent Class Representatives (Class Reps) will liaise and support their classroom teacher, parents and students by welcoming parents and encouraging them to be involved in the Primary School community, and by facilitating communication between the P&F and the parent body.

The Class Reps are a part of a school wide network which promotes community. Due to the close contact between the Class Reps and the class parents, the contact information collected at this personal level allows fast and effective communication amongst the school community, using modes that are preferred by each class and that suit the needs of the parent body in that class, including administration of the social media class group. This means that communication may be very different in Primary Years classes, compared to the Early Years classes. Class Reps need to be very sensitive to issues of disclosure, personal circumstance and privacy and should check that parents are willing to share information with other parents in their child's class.

The Class Reps will, with permission, gather and circulate the contact details of their class families amongst their class and with the class teacher. Class parents are encouraged to inform the Reps if there are any changes to their contact details, which can then be circulated to the other parents.

Class Reps may forward emails promoting events/activities to the parents of their class as and when requested.

The Class Reps and other classroom helpers will need to be respectful of privacy, maintaining the confidentiality of teachers, students, and parents at all times.

Class Reps may help parents of the children in their class/year level to get to know each other by arranging social activities. They will liaise between class groups and the P&F to help keep parents informed about social gatherings, fundraising activities, P&F Meetings and school community events.

The Class Representatives may choose to meet with teachers individually, to get to know them and foster cooperation in case there are important items to discuss during the course of the year. However, the Class Reps should not become involved in representing families on an individual level, concerning problems in relation to the school or individual teachers or other parents. The main focus is to create an atmosphere of cooperation, optimism, support and care.

The Class Reps may assist with events, acknowledgements - such as a class family member being ill or passing away, a teacher's wedding or a new baby etc. If the Class Rep is in a position to help with organising a card or small gift and if there is time to take a voluntary collection, many parents are happy to oblige.

We look forward to rich **communication**, meaningful **contribution** and a continued sense of **belonging**. Your feedback and ideas will enable us to further develop the program.

Carol Harris  
Dean of Primary

