

## CLASS PARENT REPRESENTATIVE GUIDELINES

Welcome to your Class Representative role within Highgate's active School community. Thank you for undertaking this important position, which greatly benefits everyone within the class, assists with communication between families and brings the school's community closer together, helping strengthen ties within and between year levels.

Highgate has a long tradition of parent participation in a variety of social and educational activities. The School values the involvement of parents, friends and staff in school events. This role is not limited to one person, and can be taken on by a number of parents within a class.

The purpose of these guidelines is to help parents and caregivers to understand the purpose and level of input for the Class Representative role.

### **1. Organise a class parent communication system**

Making contact at school is valuable for children to integrate and make friends, as well as for parents to make friends and share ideas about children and schooling.

Our class reps use a range of ways to communicate with the class parents, e.g. Facebook, WhatsApp, email.

When you first become a class rep, we ask that you decide on the communication process that best suits you and send a welcome message to Clare Kong in the Front Office that tells the other parents how to join the group.

Clare will send your welcome message out to all of the class parents through SENTRAL and then parents can choose to contact you directly.

Please remember that this is not compulsory and some parents may not wish to engage.

***Please be aware that parent contact details must not be shared outside of the Highgate Community. The groups are intended solely to facilitate communication between our families.***

An example welcome message is below.

*Dear Room 3 Parents/Caregivers,*

*Welcome to Year 5. Your class reps for this year are XXX (Child's name) and XXX (Child's name). We would love to get the class together for a small picnic at*

*Place: XXX (enough space to enable all members of the family to come along)*

*Time: XXX*

*Please bring your own picnic rugs, water bottles and a small plate of food. We will bring hand sanitizer along for everyone.*

To help us collate a class parent contact list, please email details you are happy to share to [#####@#####](mailto:#####@#####)

## **2. Welcoming new families and farewell those leaving**

Parent Representatives are asked to make new families welcome to the school community, as well as wishing those leaving the school well for their future. Please be sure to update your contact list throughout the year to reflect these changes. Suggestions for introducing new families, or farewelling leaving families, include an after school play or a simple card from the class.

## **3. Collect fundraising contributions from the parent community**

The P&F may require your assistance throughout the year to communicate with parents in your class. This could be to arrange for volunteers at community events or fundraising.

## **4. Arrange events for the class and your year level**

Class reps are encouraged to organise a few events a year, with one of these being a whole year level event. A list of class reps for your year level will be made available to you at the start of the year. Younger years generally organise an after school playground catch up, and older year levels may have fewer catch ups. In the past, classes have had 1-2 playground events, 1 parent only event and 1 year level catch up.

Please consider the following when organising your class play date:

- . VENUE: often held in the school playground or pavilion
- . SUPERVISION: adult supervision is required for each child after school hours
- . OSHC: written permission is required by OSCH for children to attend from OSCH.
- . FOOD: food should be kept minimal and individually packaged where possible.

Please remind parents that these foods should be nut free and in keeping with our school's philosophies on healthy eating. Parents should not feel obliged to bring a plate of food in order to attend the event.

Other suggestions for these events might include coffee mornings, dinner, drinks or a bottle and plate night. Please try and put a start and a finish time on all events.

## **5. Collect contributions and arrange a thank you gift for the class teacher**

At the end of the year, a parent representative may choose to collect money for a class gift. Please remember that some families may prefer to give an individual gift.