Cranbrook State School
Parent Class Representative Manual
2014
Communicating
Belonging
Contributing
Parent Class Representative Manual
2014
Parent Representative Guidelines

Contents

Introduction........................................................................................................................................ 2

Protocols of the Parent Representative .......................................................................................... 2

Structure of the Parent Representative Team .................................................................................. 2

Confidentiality .................................................................................................................................... 3

Role of the Parent Representative .................................................................................................... 3

What the Parent Representative is NOT Responsible For ............................................................... 4

Organised Whole School Events ..................................................................................................... 4

Photocopying Facilities .................................................................................................................. 4

Weekly Newsletter ............................................................................................................................. 4

How to Begin the Year ....................................................................................................................... 4

Appendix 1 – Example of Parent Contact Details letter ................................................................. 5
Appendix 2 - Example of Parent Representative Introduction Letter ............................................. 6
Appendix 3 - Example of an Invitation to a Class Event ................................................................. 7
Appendix 4 – Parents and Citizen Association Representatives ..................................................... 8
Appendix 5 - Parent Representative Contact List ........................................................................... 9
Introduction

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

The purpose of the Parent Class Representative is to help foster good communication in the school and to assist in the development of the 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 Prep to Year 7 will have at least one Parent Representative. The function of the Parent Class Representative is not formally structured and is not meant to be an arduous task.

While the Parent Representative team acts separately to the Parents and Citizen (P&C) Committee, 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 Parent Class Representative Coordinator.

Protocols of the Parent Class Representative

Paramount to the role of the Parent Class 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 Parent Class Representative should direct all inquiries from parents to the class teacher or Principal. The Parent Class Representative is to support the class teacher and therefore adhere to the teacher's directions.

Structure of the Parent Representative Team

A Parent Class Representative will volunteer for a particular class group for a calendar year. Normally there is one Parent Representative for each class group, but it is recommended that there are two 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 Parent Class Representative should at all times be respectful of the privacy of others. Cranbrook State 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. Parent Class Representatives will organise the distribution of this letter by contacting the Office. The School will then distribute to each family at the beginning of Term 1.

Role of the Parent Class Representative

The role of the Parent Class 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 Parent Class Representatives when required;
• Liaise with Parent Class Representative Coordinator and P&C, to organise gifts for National Teachers Day and for departing teachers. The budget for such gifts will be determined by the P&C. The Parent Class Representative will then gather donations from families who are willing to contribute;
• 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:
  o Mum’s Dinner/Drinks
  o Dad’s Dinner/Drinks
  o Children’s Movies
  o Family Picnics
• Attend information, clarification and school improvement sessions once per term with the School Leadership.
• Assist in developing a Parent Class Representative support program to ensure the needs of Parent Class Representatives are being met.
**What the Parent Class Representative is NOT Responsible For**

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

**Organised Whole School Events**

The Parent Class 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 Parent Class Representative Coordinator will contact all Parent Class Representatives to discuss what is required and provide a roster for volunteers. Examples of whole school events are:

- Beginning of year Meet and Greet
- School Disco
- Trivia Night
- Father’s Day/Mother’s Day
- Fete
- Christmas Pool Party

**Photocopying Facilities**

If you require any photocopying, please contact the Office.

**Weekly Newsletter**

Parent Class Representatives are encouraged to advertise upcoming events in the weekly school newsletter. Advertising in the newsletter 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 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 “Parent Class 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

29th January, 2014

RE: REQUEST FOR CONTACT DETAILS FOR PARENT REPRESENTATIVES

Dear Parents/Carers

As part of our endeavour to promote communication and to assist new families joining our school community, we have a Parent Class Representative assigned to each class group. In order to develop the lines of communication between teachers and parents/carers, the Parent Class 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 Parent Class 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 Parent Class Representative for your class group.

I would like to stress that Cranbrook State School 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 Parent Class Representative. These families may wish to contact their Parent Class Representative personally and make other arrangements so that they can be advised of class news or coming events etc.

Yours Sincerely,

Jeff Capell
Principal

☐ I would prefer to contact the Parent Class Representative for my class group personally
☐ I give permission for the school to provide the Parent Class Representative with my details already held at Cranbrook State School.
☐ I am happy to provide the following contact details to the Parent Class Representative for my class group

Child’s Name ____________________________ Class _______________________
Parent/Carer's Name ___________________________________________________
Address _______________________________________________________________
Home Phone _____________________          Mobile _______________________
Email Address _________________________________________________________
Dear Year 1A Parents/Carers

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

As the Parent Class 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 Cranbrook State School.

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

Yours Sincerely

____________________________________
Parent Representative – Year 1A
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 1A Children’s Play Date.

Venue Lollypops Playland, Domain

When: Saturday 22 February 2014

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

Year 1 Parent Representative

---

RSVP

☐ the _______________ Family are able to attend the above function

☐ the _______________ Family are unable to attend the above function

Signed ________________________________
Appendix 4 – Parents and Friends Association Representatives

Below are the elected members of the Cranbrook State School Parents and Citizens Association for 2014 and there contact details. The AGM is in March 2014 where new committee members will be elected for 2014.

Mr Jeff Capell - Principal  jcape10@eq.edu.au

Ms Merran Matheson - Deputy Principal  mmath72@eq.edu.au

Mrs Julie Kipping - President  the.president@cranbrooss.eq.edu.au

Vacant - Vice President

Mrs Larrisa Bradbury – Treasurer  the.treasurer@cranbrooss.eq.edu.au

Mrs Bridget Bambrick – Minutes Secretary  the.minute.secretary@cranbrooss.eq.edu.au

Mrs Melinda Schurmann – Correspondence Secretary  the.correspondence.secretary@cranbrooss.eq.edu.au

Vacant - Parent Class Representative Coordinator  the.class.rep@cranbrooss.eq.edu.au
Appendix 5 - Parent Representative Contact List

These personal details have not been listed for this web version of the Parent Class Representative Manual.