Parent participation in our school is valuable in providing a positive, collaborative approach to the education of our children. Together we are commitment to providing enhanced opportunities for learning and improved educational outcomes for all students.
ROLE OF CLASS REPRESENTATIVES

The role of representatives will be:

- Assisting teachers to keep parents informed of class happenings and gaining parental support for class activities
- Providing feedback to teachers
- Establishing a channel of communication between parents, the P&C, and the Administration team and teachers
- Promoting involvement of parents in class activities and increasing parent knowledge of the school
- At times used as a working party by the Principal to reflect upon ideas, conduct surveys, collect data and provide input for the wider community perspective

CHARACTERISTICS OF CLASS REPRESENTATIVES

A class representative should be:

- Supportive of your child’s teacher, co-operative and interested in school activities
- Available, though not necessarily to do everything yourself, but to delegate where possible
- Able to keep matters confidential
- Reliable, friendly and non-judgmental

TASKS OF CLASS REPRESENTATIVES

These will differ for each class, and will be determined by consultation between you and your class teacher. These may include:

- Help prepare a class phone list
- Establishing a helper/skills/resource register
- Preparation of rosters for classroom, swimming spotting, sport etc.
- Helping to co-ordinate special events - eg. Art show, fete, break up party
- A contact for new families
- Communicating items of interest/concern between parents and teachers.

Specific issues parents may have concerning their child should be addressed directly with the teacher. A teacher is unable to talk about other students or families with a class representative.
HELPERS /RESOURCES /SKILLS REGISTER
Within each school community there will be a wide range of people with personal skills, or resources at their disposal, or just time to be helpful. It is a great asset to our students if we are able to tap into these resources to enhance their educational experience. These resources and skills may not necessarily be part of a parent in your child’s classroom, but may be able to be accessed for your child’s benefit. For example, different trades, professions, artistic skills, equipment, access to venues could all be useful.

ROSTER ASSISTANCE
From time to time, teachers may appreciate help with rostering for sports, incursions or excursions. You might use the class phone list to organise this, or contact people who volunteer in response to written requests sent home.

SPECIAL EVENTS
Each school has a schedule of regular “special” events, which at Kenmore South State School includes discos, bush dance, ceremonies such as ANZAC and Remembrance Day and senior graduation. There are also regional and district sports events. All these rely on a small but very dedicated band of volunteers to assist and enrich the school community. As class rep, you may be able to garner small bands of helpers to ease the load carried by this small group.

CLASS MORNING TEA
A good ice breaker early in the term can be a morning tea or other social event, to help parents get to know each other, and also help the class teacher to become more familiar with parent skills and interests. Junior classes may hold grandparents days or Teddy Bears’ Picnics. Talk to your teacher about how they feel about a social event early in the year. Being able to “put names to faces” should be of help to both you and the teacher.

WELCOMING NEW PARENTS
New families may join our school throughout the year. As parent reps, it would be a warm welcome from you if you can welcome these families into our community. Please add a new family to your class list if they so wish.

“VISITOR” BADGES
Please inform all class volunteers that they must report to the office to collect a “visitor” badge to wear while they are at the school that day, as well as sign the visitor register within each classroom upon arrival and departure.
CONFIDENTIALITY
As a class rep, it is important to acknowledge that you will have email contacts and possibly phone contacts. Please ensure that parents are aware that when providing email contacts that they most likely will be visible on the distribution list. It is out of your control how recipients may further distribute these email contacts. It is also respectful to ensure that when you are using the class distribution list, it is used only for school matters. Disseminating information such as the promotion of business matters, sharing personal values or religious matters should not be done through this forum. Respect that parents have provided their details for class matters only.