

Information Package

Parent Class Representative Role

2018



Parent Class Representative Information Package

Background

Class Representatives engage parents and build social networks within the school. Through functioning at the class level, they facilitate engagement of all parents in the school. This is an important role at every year level and particularly useful for new parents to the school.

Aim

To provide a package of information for parents that informs them of the role of Parent Class Representative and how to apply to become one.

Process

The enclosed package consists of 4 separate parts:

1. Wanted – a proforma seeking volunteers to nominate themselves to be a class rep for their child's class. This includes instruction as to how to volunteer for a class.
2. Additional information about the role which will be available on the School's website and hard copy available at the School office.
3. Introductory letter (template) from allocated class reps to class parents.
4. Request for contact details of class parents (template).

Any parent information gathered through this process will be considered confidential and only circulated to those people directly involved with this program.



WANTED

Parent Class Representatives for 2018

WHEN: NOW

WHY: To support your children's class, teacher and parents in getting to know each other, facilitating communication amongst parents and integrating parent contributions to school activities and social events.

HOW: email office@st-marks.kent.sch.uk with your name, relevant class and contact details by Friday 23rd March 2018.

THEN: You will be contacted by the office and receive further information relevant to the role.

Thank you for considering this opportunity to work together – the school and associated committees and PTA are very appreciative of your support.

Protocols of the Parent Representative

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

What is the purpose of a parent class representative (class rep)?

Essentially the class rep has a pivotal role in supporting the work of the school, a class and teacher through the communication of specific information to parents, integrating the school community by engaging parents, and building social networks within the school. This is an important role at every year level and particularly helpful for new parents to the school.

Examples of this are:

- Meeting with the headteacher and chair of governors seasonally and liaising with other parents
- facilitating and/or providing details of any opportunities to meet socially
- seeking parent involvement within the class as requested by class teachers or
- when volunteers or donations are required for the school fete, etc.

There are key school events that rely on the parent community for input, donations of time and resources and provide occasion for families to meet, mix and have fun. The class rep will keep you informed of such events and will coordinate any responses to specific requests made by class teachers. These may include:

- School fete & Camp out
- school concerts/shows
- support for PTA events

Class reps will introduce themselves to parents, request parent contact details and compile a class contacts list.

Class reps only, will be requested to provide their contact details to the PTA committee members to facilitate specific requests for assistance by the PTA.

What the Parent Representative is NOT Responsible For

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

Communication Pathway (between class reps and parents)

Class reps will introduce themselves to parents in an Introductory Letter along with a Request for Contact Details proforma for parents to complete and return to the class teacher. Having parent contact details will facilitate communication between the class rep and parents.

Any written communication from class reps to parents must be cleared with the class teacher prior to distribution.

Request for contact details (from parents)

Every year the class reps seek contact details of all parents/guardians to support efficient and timely communication of class social activities, functions and specific teacher requests for assistance.

This is done through the development of a class specific mailing list and coordinated by allocated class reps.

If you are happy to be contacted by the Class Representative/s, please complete the Request for Contact Details proforma and return it to your class teacher. The class rep can then contact you, introduce themselves, discuss any ideas you might have for engaging fellow parents and then keep you in the loop about activities and events relevant to your class.

Parent contact details will be accessed by the relevant class teacher and class representative only. They will not be available to others outside the specific class.

Weekly Newsletter

Parent 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
- 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 School 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 Representative Introduction Letter" which is attached.
- Organise a family activity for your class outside of school hours so all families can meet.

Introductory Letter

Dear Parents and Carers of insert class

My name is insert name (parent of child) and I'll be your class representative this year. I hope to meet you and your children soon.

My role as class rep is to support the work of insert class and teacher's name through communicating information to parents e.g. when volunteers or donations are required; when feedback is required; seeking parent support for the class (if requested by the teacher) and details of any social activities.

It would be really great if we could have an **email group** for ease of contact. If you are happy to share your **email address** amongst other parents of our class please fill in the accompanying proforma, return it to the teacher and I will get the email group going. If you prefer, I'm happy to keep your email address private and send you individual updates.

If you see me I'd love you to introduce yourself.

Warm regards

Insert name and contact details

Insert date

Request for Contact Details (for use by class reps)

Every year we seek contact details of all parents/guardians to support efficient and timely communication of class social activities, functions and sometimes teacher requests for assistance.

This is done through the development of a class specific mailing list and coordinated by allocated Parent Class Representative/s.

Parent contact details will be accessed by the relevant class teacher and class representative only. They will not be available to others outside the specific class.

I wish to be contacted by my Class Representative/s Yes/No

I wish to be included into a **group email** of class parents Yes/No

Class	
Teacher	
Child's name	
Parent Name/s	
email address	
Mobile phone number	

Please return this form to your Class Teacher by insert date.

Thank you for your assistance

Insert name

Class Rep insert class

St Mark's CEP School