Class Representative Role

Why do we have Class Reps?

Having a class rep provides a point of contact for P&C, class teacher and the school to communicate to the parents of that class - as a group. It is also an opportunity for the parents of that class to arrange social get togethers if they wish to.

Having a class rep is an initiative of the P&C so that we can engage with parents in the hope of more involvement in the P&C and achieving fundraising goals. The class reps do not have to be a part of the P&C and are not required to attend P&C meetings (although we would like to see more parents participate in the P&C...). We also have a coordinator for the class reps.

What should a Class Rep do?

- Inform the teacher you are the class rep.

- Obtain the email addresses of parents by giving enough of the forms to the teacher to hand out in class. (Forms can be found on the P&C web page or outside the office). Remember to give a form to new families that join the class.

- Set up a group contact in your email for ease of use. Hand the forms over to the office for the P&C records - it is a legal requirement that people provide their email address on the form.

- Send out an email to the parents introducing yourself.

- Any emails you get from the coordinator should be sent on to your class. Mostly it will be a call for help with fundraising events, gardening bees and other events put on by the P&C.

What makes a good Class Rep?

It is up to the individual class rep to what degree you wish to communicate with your class parents. The class rep may wish to take it upon themselves to do the following:

- arrange gatherings for parents of the class to get to know each other. These can happen outside the school or under the cola near the garden after school (remember Wednesdays the gardening club use that space).
- Remind parents of when their class is presenting at assembly.

- Remind parents of upcoming events at the school - e.g. wearing orange for Harmony day, bring $2 for cake sale etc

- Ask the teacher if there are any resources they need - e.g. scrap paper for artwork, old boxes for craft etc. The teacher may send out their own note for this and the rep could send out a reminder a week after.

- Parents may wish to speak to the class rep about school matters, the class rep should encourage the parent to: speak to the teacher, then speak to the Principal.

  - If the parent does not want to speak to the school about their concerns they should be directed to the P&C. The P&C can be contacted in any of these ways:

    - speak to the class rep coordinator (the class rep will have contact details)
    - speak directly to the president
    - send an email to maroubrabaypandc@gmail.com
    - ask that the matter be placed on the agenda for the next P&C meeting

**Important to Note!**

- the school newsletter remains the most important source of information on the school and events and event dates that are happening at the school. Make sure the school has your email address – this is completely separate to the email request form that you complete for the P&C.

- the teacher is not expected to communicate anything through the class rep.

- the class rep is not responsible for reminding parents about anything and parents should not rely on this method of communication.