



Coburg West  
Primary School

## Coburg West Primary School - Parent Class Representatives Information Pack

The key aims and tasks of the CWPS Parent Class Representatives program are:

1. To encourage engagement and participation in the school community by parents.
2. To facilitate better communication within the school community, particularly between CWSC and parents, the school administration and parents, and also between teachers and parents.
3. To support individual class teachers with communication and general support as requested.

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Version # 1

Date: 3.4.19

Review due: Dec 19

## Table of Contents

Position Description: Parent Class Representative	2
Summary	3
Responsibilities	3
Selection Process	4
Parent Class Representative Guidelines	5
Contact list:	5
Social events/activities	5
Assisting classroom teacher:	5
Feedback to CWSC, School etc.	5
Conflict Resolution	6
Parent Class Representative Code of Conduct	7
Parent Class Representatives will:	7
All members of the school community will:	7

## Position Description: Parent Class Rep Coordinator

### Responsibilities

1. For 2019, the role of Parent Class Rep Coordinator will be managed by Rebecca Henry, current Treasurer of the CWSC.
2. Provide a point of contact between the other Class Reps, the CWSC and the school as necessary.
3. Communicate about the program to the community
4. Coordinate the recruitment in partnership with the School Leadership.
5. Arranges an introductory meeting for all class reps to meet early in the new school year, and distribute information pack and template letters/forms to each of the selected Class Reps.
6. Offer the Parent Class Reps guidance and assistance as necessary throughout the year.
7. Work with the School Leadership and CWSC to address issues or implement constructive changes.
8. Arrange for the review of the program at the end of 2019 to implement improvements based on feedback from the community and the school.

# Position Description: Parent Class Representative

## Summary

This voluntary position reports directly to the Parent Class Representative Coordinator and the School Leadership team for a period of one school year. The successful candidates must agree to abide by the code of conduct.

Each class can have up to two parent class representatives, particularly necessary in Prep-Grade 2. One parent class representative per year level is acceptable for Grade 5-6.

The selection criteria and process is detailed below.

## Responsibilities

The parent class rep will be responsible for the following activities:

1. Collate and distribute a class contact list.
2. Welcome new families to the class and arrange appropriate introductions with other parents along with the Class Rep Coordinator.
3. Arrange a social activity for the whole class early in the school year, and further events/activities if desired with the class, and perhaps also with the other reps in the year level.
4. Share information/reminders regarding class and whole school activities as needed - as required by individual class teacher.
5. Share information and encourage participation with fundraising activities by the CWSC.
6. Arranging general support for the class teacher as requested. All classroom organisational support is to be by request of the classroom teacher only.
7. Be a point of contact for parents to facilitate feedback/ideas/discussion to the CWSC group and the school as is appropriate.
8. The parent class reps will play an active role in coordinating and supporting any community/school meetings/forums.

## Selection Process

1. A notification alerting all parents to the program will be sent via Compass, CWSC email and Facebook page at the end of the school year. Parents will be asked to register their interest in becoming a parent class rep for the following year via a GoogleForm.
2. A follow-up notification will be sent early in the school year for those classes who have not had any parents register interest.
3. In the event more than two parents have registered for one class, preference will be given to those parents who are not already on the School Council or CWSC sub-committee.
4. In following years, preference will be given to parents who haven't held the role previously so more people get a chance to participate.
5. The School Leadership Team will make the final decision on the selection of parent class representatives.
6. Selected parent class reps will be notified by the parent class rep coordinator by mid-February, and sent the information pack.
7. A meeting will be arranged to discuss the role and for parent class reps to meet.

# Parent Class Representative Guidelines

## 1. Contact list:

- The parent class representative will send a letter/form (template will be provided) for parents to complete to opt-in to have their details compiled in a class list to be distributed to class parents.
- The parent class rep to start an email group. There will be an option for parents to be in the email group, but be bcc'd if they'd prefer. Only the Class Rep will have access to these email addresses.
- The email list is not to be used for any unsolicited emails or 'spam'. If any parent uses the list for purposes outside of the program's scope, the parent class rep should immediately refer the matter to the parent class rep coordinator.
- No individual class social media groups (including Facebook, WhatsApp etc) are permitted.

## 2. Social events/activities

- Ideas for social activities include: morning/afternoon teas and dinner for the parents, last day of term/school holidays catch-ups, family picnics, play group catch-ups for those parents with younger children etc, coordinating walking school bus (perhaps with other year level reps). There should be ideally one social activity per term, but a minimum of two per year. Anything above that is dependent upon the willingness and availability of parents of individual classes.

## 3. Assisting classroom teacher:

- Each teacher has different needs and desires for parent helpers and preferences for how they like to communicate with the parents in their class, and this must be respected at all times.
- **Any and all support and assistance must be at the direction of the teacher.**

## 4. Feedback to CWSC, School etc.

- While parents are encouraged to continue to contact the CWSC group for fundraising ideas etc, and directly to the school for any school-related matters, part of the role of the parent class rep will be to reiterate these processes, and also to refer any feedback/issues to the CWSC and the school.
- The parent class reps will be briefed on the Communication Policy, the Compliments, Feedback and Complaints Policy for processes as to how to manage any concerns, negative feedback and criticism. The parent class rep needs to refer any negative

concerns/feedback (as well as positive) to the Parent Class Rep Coordinator and the School Leadership Team through the appropriate channels.

## 5. Conflict Resolution

- In the event that there is a disagreement between the parent class representative and other parents or the classroom teacher that cannot be resolved in a reasonable and respectful manner, the matter should be referred immediately to the Parent Class Rep Coordinator and the School Leadership Team.
- If the Parent Class Representative does not follow the code of conduct, the Parent Class Representative Coordinator will discuss this with them and assist them in understanding their responsibility.
- If the conflict or issue cannot be resolved, the Parent Class Representative may need to be dismissed. In this event, the School Leadership Team and the Parent Class Representative Coordinator will make this decision based on the performance of the Parent Class Representative in accordance with the Position Description and Code of Conduct.

# Parent Class Representative Code of Conduct

## Parent Class Representatives will:

- Uphold and encourage the values of Coburg West Primary School: RESPECT, HONESTY, ENDEAVOUR, COOPERATION, FRIENDLINESS and RESPONSIBILITY
- Respect the privacy and maintain confidentiality of any information received regarding parents, students and teachers.
- Respect, and encourage other parents to respect, that the priority of school staff is the welfare and education of all children in the school, and always be understanding, patient and kind to school staff.

## All members of the school community will:

- Conduct themselves in a respectful and courteous manner and in compliance with the law.
- Use courteous and acceptable written and spoken language in all communications. No profane, insulting, harassing, aggressive or otherwise offensive language will be tolerated.
- Act in the best interests and welfare of students, their families and staff members. They will not engage in malicious or judgemental gossip, and will ensure that anything they say about others is fair and truthful.
- Respect points of view that are different from our own and all members of our community must refrain from actions and behaviour that constitutes harassment, discrimination or vilification.
- Comply with all safety and emergency procedures in place at our school and in the event of an emergency, while they are on school grounds, will follow the instructions given by any school staff.
- May not discipline a child who is not their own or speak to a child who is not their own about their behaviour. This is the role of the teaching staff. Being approached by an adult they do not know can be distressing for children. Parents should therefore raise any behavioural, bullying or peer group issues with a member of the teaching staff. Common sense would apply in an emergency where a child is at risk of harm or where a parent is supervising a small group of students on an excursion.
- May not interrupt or distract a teacher while classroom instruction or learning activities are underway.
- When attending any kind of school assembly or public meeting, parents will listen respectfully, in the same manner required of students and staff and will refrain from creating any noise or disturbance during performances of speeches by students, staff or visitors.