

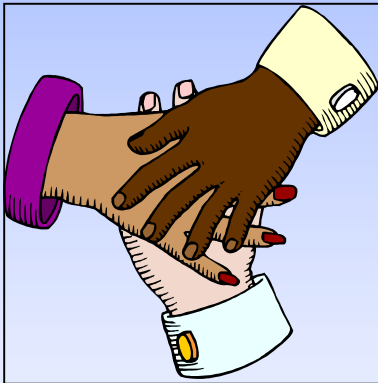
Role of Class Parent

To liaise with teachers and parents to provide a welcoming environment for parents to meet.

To support class teachers by organising classroom helpers as required.

To provide a helping hand for various school activities.

To be the contact person for families within the year.



Confidentiality

Confidentiality of all members of the school community MUST be respected. The parent teams operate on the premise of genuine respect and trust for each child and adult and their personal situations.

Responsibilities of Class Parent

Organise parents to assist class teacher with classroom activities.

Organise social get-togethers to promote friendships amongst families and classmates (eg; morning teas/end of year picnic).

Co-ordinate flowers when new babies are born or if there is a death in a family. Communicate with the P & F Team Pastoral co-ordinator.

Co-ordinate support in times of need for families. Communicate with the P & F Team Pastoral co-ordinator.

Support the P & F by attending P & F meetings.

Co-ordinate one social event per class per year from the following:

- Welcome Drinks (Traditionally Yr 1 Hosts)
- Mother's Day
- Father's Day
- Grandparent's Day
- Breast Cancer Breakfast
- Starfish Afternoon Tea

Important

As a class parent you will probably be an "ear" to some issues—but you are not an advocate for parents concerns about the Principal, administration of the school staff or individual children, nor to matters pertaining to the teachers classroom management.

Sample response:

"I can hear you are really concerned about...but it is not my role..... I think/ suggest you should talk to.....teacher....or.....Principal...."

Do's and Don'ts for Class Parents

Do:

Smile, involve, welcome, include all.

Build community and be a positive "PR" rep of the school.

Provide a personal touch to parents.

Support the P and F team and school Principal and staff..

Coordinate help where needed in traditional events on calendar.

Don't:

Break confidentiality of individuals or staff.

Take on big activities or major fundraising events.

Plan without consulting coordinator for calendar clashes.

Plan individual farewells for students or parents.

Plan celebrations/events for teachers birthdays—keep consistency across all grades as per P and F guidelines.

Helpful Hints

- Send brief email to the class at the beginning of the year introducing yourself as the class parent.
- Plan simple, easy, no fuss (low cost) activities.
- Bigger events should be part of the P and F.
- Class parents attend P and F meetings and link with activities to build community.
- Provide Pastoral Care support within the class in conjunction with the P and F Pastoral Coordinator.
- Always respect privacy.
- Have fun!

Maria Regina Catholic Primary School Avalon

"Making a Difference!"

Parents and Friends Class Parent Role



February, 2011