



The Role of Classroom Parent Representatives

Dalkeith Primary School is very fortunate to have a supportive and active community who take an interest in their child's education and the general good functioning of the school. The purpose of the Parent Representative system is to build positive relationships with the community through providing channels for good communication between parents, teachers and the students.

The role of the Parent Representative can be taken on by an individual parent, or it can be a shared role that is for one calendar year. The main purpose of the Parent Representative is to be a support person for the classroom teacher and to act as a communicator of information between teachers, the class/cohort parents and in some instances the P&C.

Confidentiality is very important in ensuring mutual trust and respect. All parent inquiries should be directed to the classroom teacher or the Admin team. No family information will be distributed unless permission is given by the family. All families are given the opportunity at the parent information evening to join the class group and provide their contact details.

The role of the Parent Representative could typically include, but is not limited to, the following:

- Be the main parent contact for that classroom/cohort.
- Organise social events and 'get-togethers' for the parents of that class for the purpose of building relationships and welcoming new parents etc.
- Encourage participation of families in school events and school life.
- Meet with the teacher as necessary to discuss class needs.
- Disseminate information to the class parent body on behalf of the classroom teacher, the P&C or the Admin team.
- Request assistance from the class/cohort parent body on behalf of the classroom teacher, the P&C or the Admin team (e.g. assembly items, special class events, excursions, fundraising events, sports carnivals, graduation etc.)
- Liaise with the parents of the class/cohort to get tasks done – organise rosters, helpers, schedules, donations, delegate tasks etc.
- Collate information collected from class/cohort parents.
- Compile and disseminate, with permission, parent contact lists of the year level cohorts.

Parent Representatives are valued and respected volunteers. Dalkeith Primary School appreciates the time and commitment of the Parent Representatives and the support they provide to teachers and the school in general. The list of Parent Representatives will be published on the school website.