



## **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 Class Parent Reps is to build positive relationships with the community by assisting with timely and relevant communication between teachers and parents.

The Class Parent Rep can assist the classroom teacher to develop good relationships by:

- Garnering support and assistance for class events
- Welcoming new families

The role of the Class Parent Representative can be taken on by one or two parents.

Confidentiality is very important in ensuring mutual trust and respect. Parent queries regarding curriculum or behaviour should be directed to the classroom teacher or the Admin team. The parent rep should not be taking on responsibilities of the teacher.

Family information/contact details can only be distributed if permission is given. All families are given the opportunity at the parent information evening to provide their contact details.

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

- Be the 'go to' parent contact for that class.
- Attend class parent rep/admin meetings once a term – provide feedback and disseminate information from those meetings to class parents.
- Welcome new class parents.
- Assist with communicating specific class information and reminders. (Refer to the Social Online Communication Guidelines)
- Organise class social events and 'get-togethers'.
- Be aware of planned P&C events and try to avoid clashes.
- Encourage participation of families in school events.
- Check in with the teacher regularly.
- Request assistance from class parents 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 class parents to get tasks done – e.g. organise rosters, class helpers, schedules, donations, delegate tasks etc.
- Compile and disseminate, with permission, parent contact lists.

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Feb 2021