

BEAUMARIS PRIMARY SCHOOL

CLASS REPRESENTATIVES PROGRAM POLICY

PURPOSE

Beaumaris Primary School encourages the active involvement of parents and carers in the functioning of the school.

AIM

To enhance the school environment, community and programs through the voluntary contribution of parents/carers.

ROLE OF CLASS REPRESENTATIVE

- Produce a Class Contact List from a signed proforma received from parents/carers and circulate the list to the school office administrator and all parents/carers within that class as soon as possible, after the commencement of the school year (by the end of Term 1 at the latest). Update and re-circulate Class Contact List as necessary throughout the year.
- Assist with welcoming of new families into the school community.
- Assist with promoting and organising opportunities for parents/carers to socialise.
- Assist the class teacher when requested.
- Assist with and encourage the support of all BPS events, including fundraising.
- Provide class parents/carers with information as requested by Parent Club.
- Attend Parent Club meetings where possible.

Please note that teachers and school staff should be the primary source of communication for all educational matters. Class Representatives are only responsible for communications relating to social, parent club and fund-raising activities.

PURPOSE OF CLASS CONTACT LIST

The Class Contact List is:

- to be used by families within each class to facilitate connections between students and families;
- to be used by the Class Representative to provide information to class families in accordance with the Class Representative's role and duties (as set out above);
- **NOT** to be used for commercial, marketing or advertising purposes, or to air personal issues or agendas; and
- **confidential** details contained within it must only be used for the purposes set out in this policy.

IMPLEMENTATION

- At the end of the school year, Year 1-6 parents/carers are invited to express interest in taking on the role of Class Representative. This is done through the Expression of Interest form, which is then returned to the office. Prospective Prep parents/carers will be invited to express interest at the beginning of the school year.

- Nominations are received, and the Class Representative is selected and notified as soon as possible.
- If expressions of interest are not forthcoming, the class teacher, school office or parent club president may approach parent/s and carers within the class for assistance.
- The role of Class Representative can be shared.
- Once the role of Class Representative is appointed, the Class Representative is to perform the role as outlined in this policy.
- A copy of this policy is to be attached to the Class Representative nomination form to ensure would-be applicants are aware of the relevant responsibilities.

Special note regarding Class Contact List

The Class Contact List is best circulated via email to assist with the reduction of paper usage. The Class Contact List must include the following reminder: **“This Class Contact List is provided to class families only and must be treated as confidential. Details on this list are to be used only by parents/carers to facilitate connections between students and families. These details must NOT be used for any commercial, marketing or advertising purposes, or to further personal agendas or issues”.**

REVIEW CYCLE

This policy was last updated on 17th November 2020 and is scheduled for review in September 2023