

BEAUMARIS PRIMARY SCHOOL

CLASS REPRESENTATIVES POLICY

PURPOSE

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

AIM

To enhance the school environment, community and programs through the voluntary involvement of parents/guardians.

ROLE OF CLASS REPRESENTATIVE

- Produce a Class Contact List from a signed pro forma received from parents/guardians and circulate the list to the school office administrator and all parents/guardians within that class as soon as possible, after the commencement of the school year. 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/guardians to socialise
- Assist the class teacher when requested
- Assist with and encourage the support of all BPS events, including fundraising
- Provide class parents/guardians with information as requested by Parent Club
- Attend Parent Club meetings
- Provide reminders about upcoming events that are on the School Calendar.
- Refer to the School Calendar and newsletter

Teachers and school staff are 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/guardians are invited by the classroom teacher to express interest in taking on the role of Class Representative. Prospective Prep parents/guardians will be invited to express interest at the beginning of the school year.
- Nominations are received by the class teacher and the Class Representative is selected.
- If expressions of interest are not forthcoming, the class teacher may approach parent/s and guardian/s 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.
- The Class Representative will be appointed in conjunction with the class teacher and the office staff.

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/guardians 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”.

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2023
Approved by	Principal, School Council
Next scheduled review date	September 2026