

CLASS REP MANUAL

Introduction

Thanks for volunteering to be a BPS Class Rep this year. Your efforts will help to drive BPS forward and give the school a more efficient platform for greater learning.

Please, in addition to yourself, seek out a back-up in case you're busy; also note the P&C communications officer is able to offer support or advice if there is ever an issue.

Please don't hesitate to ask if you have any questions or need assistance in any way.

What's the Role of a BPS Class Rep

- EMAIL and communicate P&C news to parents about **school activities ONLY**
- **It is NOT designed for any other purpose eg sharing of political communications etc**
- EMAIL and communicate classroom news to parents from teachers
- Help the teachers with parent involvement in classroom activities (e.g. helping with reading or craft, assisting with excursions or sports)
- Coordinate class participation in fundraising events as per the BPS timetable of P&C events

Starting the process

- See what the class teacher expects from you and arrange a suitable and regular efficient communication system
- Set up an email group with your class's email addresses in it so that you can easily send emails to all parents
- Circulate the class contact list to parents and the class teacher, asking for any corrections that need to be made
- Follow up the class and see as many as possible are coming to the Year Start Parent Function

Class lists

Please understand that the school is unable to disseminate class lists or contact details.

It's your responsibility to ensure that the list is up-to-date. If any Change, circulate to class parents, the teacher and the P&C Coordinator.

If parents do not wish to receive your emails, please highlight to them the importance of communication, and their failure to be on the distribution will see them miss essential information for their child.

IMPORTANT: Class lists are for classroom- and school-related use only.

DO not ever allow any NON-School emails or questionable content. If unsure, ask the Communications officer or the Principal.

In many cases, the teacher will be happy to have their DoE email address shared with the class parents, but please check this first. **Never** give out your teacher's mobile telephone number or any other personal contact details.

Sending School and P&C Emails

Please do your best to forward them as quickly as possible. Emails should very clearly be marked "Please Forward" or "Do Not Forward".

When sending emails to your class, always send them via "bcc", so that the email addresses can't be viewed. Copy the teacher on all emails.

If an outside party asks you to distribute emails to any parents in your class, direct them to the Principal.

In terms of any communication:

- Remember...the **email must only contain class-related information** – e.g. organising reading rosters, asking for assistance with the Balmain Fun Run, organising a class social event, reminding your class it's a Mufti Day and a Gold Coin is needed

Social Events

Many class parents organise social events – e.g. a class dinner, drinks or picnic - so parents can get to know one another in a relaxed environment (with or without children). Welcome new families and try to ensure they are integrated into the email system as quickly as possible and help them get to know other parents and feel part of the school community.

Fundraising

Class parents are vital in supporting the P&C's fundraising activities. Please follow the P&C Event Calendar. There is lots of information available on how to organise these events and the P&C and Parents will ensure that you receive that.

P&C Meetings

First Wednesday of each month during the school term, at 7pm, via Zoom or at a venue as communicated through SkoolBag/newsletter. Attending P&C meetings is a great way to understand what's happening around the school and allow you to contribute.