

Year Level Rep Role Description

The role of the Year Level Rep could include:

- Supporting new parents/carers to the school by helping with information on the school and local area.
- Helping to answer questions from parents/carers about generic things like uniform and excursions. Some liaison with the teacher and office for answers may be necessary.
- Providing parent/carer feedback to Governing Council members.
- Helping to coordinate two events throughout the year for the class (with help of other parents/carers) - ideally in term 1 and term 3. This helps connect families early on in the year, and throughout the year.
- Supporting other parents/carers who may wish to get involved with school activities, however small.

What the Year Level Rep is not...

- The Year level Rep is not a replacement for a relationship between parents/carers and the teacher.
- The role is not expected to be a heavy burden on the parent/carer, and Reps are encouraged to work with other parents/carers to help arrange a couple of social class activities each year, which can be as simple as arranging a play date at a local park on a weekend afternoon. However, you may choose to arrange more!
- The Year Level Rep is not expected to add any additional workload on the teachers. However, they may occasionally ask teachers to send a note out via SeeSaw or put a pre-printed paper note in reader bags to reach all families as some may not participate in the Community Network. Teachers cannot be asked to photocopy notes – Reps can do this in the office with help from reception staff.
- The Year Level Rep is not a person to take complaints to. The school grievance processes for parents should be adhered to for feedback, concerns, complaints and grievances.

How will Year Level Reps communicate with parents/carers?

The Community Network page accessed through the school Facebook will be the place families can join and ask questions of school admin or year level reps. The Community Network page is deemed the best platform as it is secure, quick and overseen by site administration who can clarify and confirm any school related information. The year level rep will be responsible for regularly checking the community page for any questions posted. Any class representative or school administrator may answer questions from family members. Whilst a private page all members of the community network will see posts. Any social events planned can be posted on this page or printed for children in relevant classes. Year Level Reps will have access to the school photocopier via the school office.



FAQs

How can we share information about year level events or meet ups that we organise?

The Community Network Facebook group can be used to advertise end of term events that have been organized by year level reps. Please state key details including when, where and how families can contact you if they need to ask any questions. Year Level Reps can print any information using the school photocopier in the front office and ask class teachers to distribute these via students. Year Level Reps may choose to use a messenger app to communicate but it will be at the discretion of the families if they wish to join this.

What if family members choose not to access the Community Network Facebook Group?

It is optional for family members to choose to join up. We have a large number of families who receive communication in many forms and those who don't join may be comfortable with the information they receive.

What if a family member raises a concern or complaint to me?

The school has a grievance policy and procedure, and it is important that we reinforce the site fair and confidential processes. Please refer the family member to the site policy available on the new school website. Please ensure confidentiality of any information that you have received. You can contact a site leader if you need to check or clarify any information you have received.

Do I need to be a cleared volunteer in order to be a class rep?

It is important that any year level rep has the most up to date knowledge to deal with any incidents that might occur as part of their role in a manner that reflects site legal and ethical responsibilities, whilst ensuring personal protective practices. All Year Level Reps can complete these requirements by emailing michelle.fearne570@schools.sa.edu.au

What if the role is becoming too much for me to do?

The role is not meant to be overwhelming or time consuming. GC Community Network Leads will be appointed for the 2023 school year and their details will be shared with all Reps. Please speak with any Community Network GC Representatives for advice or support or if you are no longer able to undertake the role. A 'Meet and Greet' Network event will be organised for all Reps to discuss the role and meet each other.