



Class Rep/Class Parent Roles and Duties 2022

WPS P&C organises a class representative system - a network of parents and carers, who take the lead role in communicating with the parents and families of their child's class. Class Reps or 'Class Parents' are a vital and much appreciated part of our school, enabling a smooth working link between teachers and parents.

What does the role involve?

Each Class Rep works with their class teacher to keep the parents/carers informed of all activities and events going on within the class and the school. The Class Rep is also the contact for P&C communications to be distributed to parents and carers.

Following are some areas you could assist as a Class Rep:

1. **Please introduce yourself** to all the parents of children in your class.
2. **Liaise with the class teacher** to identify any help the teacher may like from parents in the coming year, e.g. organising reading roster or parental assistance for class excursions. Please ensure the class teacher is in the loop regarding emails sent on behalf of the teacher. With the **composite classes**, the teacher may choose to have a Class Parent per year group but, only one of you needs to disseminate class related emails.
3. **Be fully informed about what is happening at WPS** so you can share communications and reminders within your class. It is highly recommended that you attend the P&C meetings (held quarterly), as well as gathering information from newsletters and SkoolBag.
4. **Encourage parent participation** (where possible) at athletics and swimming carnivals, P&C events and school social days.
5. **Welcome and assist new families** in your class. The school will send details of new families to the relevant Class Reps as soon as they are aware of them so new families can be introduced to other parents in a friendly, casual setting, perhaps during a class playdate*. Farewell families leaving the school.
6. **Organise assistance** for any family who may be in need due to sickness/mishap via a roster of pick-ups or drop offs, or a meal train to help with meals or lunchboxes.
7. **Liaise with other Class Reps and organise social functions for your year group**, such as end of term or year dinner or get together/park play for a big get together*.
8. **Encourage parents to participate in events and fundraising** during the year.



9. **Disseminate & help keep class lists up to date.** The P&C compiles class lists from the details collection via Google Forms. This data is then used to create class lists and Class Reps send the relevant list out to families in their class. If you are advised of any changes to contact details of families, please update your class list in a timely manner. The school office also needs to be advised of any changes.

10. **Organise the collection of donations of monies and purchase gift** for the class teacher's end of year thank you gift. This is different to previous years, when multiple gifts have been purchased during the year, due to vast differences in monies collected per class and the [Department of Education's Gift & Benefits Procedures](#) which states that staff must seek approval to receive any gift over \$50. Please note that gift donations are not compulsory and this should be made clear in any communication to class families. As everyone's budget is different, a suggestion of an amount could be made, \$10 per family should be plenty for one gift, but please advise parents that any amount is fine. The teacher should **not** be asked to collect money for their own gifts. We ask that you keep a tally of monies collected to keep incoming and outgoing amounts transparent. **The money collected is intended for the teacher only, not to contribute to gifts for children or class parties.**

Families are welcome to gift their teacher outside of this group gift throughout the year, should they wish.

In 2022 Erika Kruusamagi, Class Reps Co-ordinator, will oversee this system. Erika is contactable on classrep@wpspandc.com.au and is happy to help out with any queries.

Thank you for considering a Class Rep role this year!

Daniel Barber

P&C President

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*As COVID restrictions permit.