

Class Representative Manual: 2020

Class Representatives play an essential liaison role between teachers, parents and carers and the P&C.

It's a fun and interactive role, and a great way to get to know your child's class and teachers and be involved in the Balmain Public School community!

Class Reps will be confirmed in the first few weeks of term. Ideally each class will have two: a main rep and a back-up. In the event of multiple volunteers, the teachers and staff will finalise the allocation.

Remember – as a Class Rep, you are not alone:

- If there are two of you, why not 'split the load' or roster who does what and when;
- If there is one of you, try to seek out a back-up plan (or a delegate) - someone willing to step in when you are away or in case you're busy;
- Your class teacher will be available to help
- The Principal and Assistant Principals are also there to help, especially on broader school related topics;
- The P&C Exec are all able to offer support and/or advice if there is ever an issue

Primary Class Rep responsibilities

- Communicate classroom and P&C news to class families
- Assist teachers with parent involvement in classroom activities (e.g. helping with reading, special projects, assisting with excursions or sports)
- Coordinate class participation in P&C fundraising events

Starting the process

- Meet with your class teacher to learn what they expect from you and arrange a suitable, regular and efficient communication system that works for you both
- Circulate a class contact list to parents and the class teacher, as well as any updates throughout the year
- Confirm the names of any parents without an email address so that information can be sent to them by other means (ie handout, hard copy, text).
- Set up a group contact list (via email, WhatsApp, Facebook, etc.—whatever works best for your class parents) so that you can easily contact to all parents.

Class contact lists

- The P&C Exec maintains the master contact list via Mailchimp and can pull an individual class list. **Note:** this is a separate contact list to the one maintained by the school and used for Skoolbag. Department of Education privacy policy guidelines prohibit the school from sharing contact details with the P&C, so separate consent is required.

- Parents and carers can add/update/delete their details anytime here: <http://eepurl.com/gpKuL5>.
- The teacher should tell you if there are any new arrivals or departures!
- If there are any changes, amend the class list and recirculate to class parents and teachers.

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

It is impossible to calculate the number of paper notes that have remained at the bottom of school bags for days, weeks or even terms.... Receiving emails reduces the need to delve into the bottom of that school bag.

Sending BPS and P&C Emails

Please do your best to forward any school and P&C emails as quickly as possible.

Emails should very clearly be marked "Please Forward" or "Do Not Forward"

When sending emails to your class, send them via "bcc" so that the email addresses can't be viewed. Copy the class teacher and the P&C Events Coordinator on all emails.

If a class parent asks you to distribute an email to the parents in your class and it appears relevant, discuss it with the class teacher or School Principal before deciding what to do.

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

In terms of any communication, remember: the email must contain class related information – eg, 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 etc.

PLEASE NOTE - Class lists are for classroom-related use only. NEVER allow any NON-School emails or questionable content to be included in any email to the class list.

Whilst the class teacher may be happy to have their DoE email address shared with the class parents, NEVER give out your teacher's mobile telephone number or any other personal contact details (if provided to you).

Social Events

Many parents organise class-related social events - eg a class dinner, drinks or picnic - so parents can get to know one another in a relaxed environment outside of school (with or without children).

Welcome all 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 Calendar of Events in this regard and be on the lookout for event announcements in the School newsletter.
- A class (or year) is often asked to host an event to help "spread the load" of fundraising.
- This is not as scary as it sounds as there is a lot of information available (including detailed "How To..." handouts) on how to organise these events.
- Plus, the P&C and other parents will ensure that you receive as much help as possible.

P&C Meetings

- P&C Meetings are held every first Wednesday of the month (in term time) at 7pm.
- P&C Meetings are usually held in the School Staffroom.
- Attending P&C Meetings is a great way to understand what's happening around the school and allow you to contribute.

Contact List of BPS Staff, P&C Office Bearers & Event Co-ordinator Parent Reps will be available on the website or contact.

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