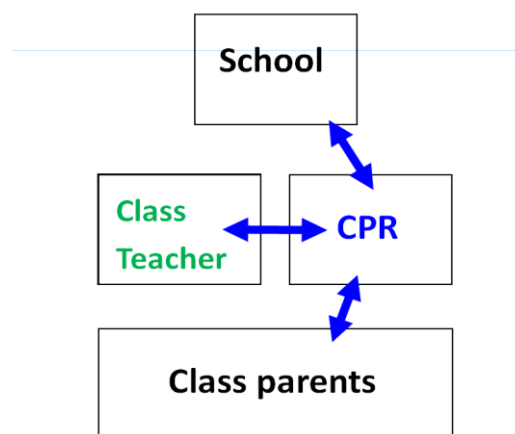


Trinity Garden Primary School
Class Parent Representatives Role Description Policy
Feb 2016

Class parent representatives (CPRs) play an important role in facilitating our school community, starting from the ground up at class level.

Key aspects of the role include being an active liaison of communication between the school and parents, parents and the school and to support the teacher and class activities.

The class teacher and the CPR will communicate regularly throughout the year together to ensure all parents are informed about class and school matters.



Appointment of the CPR

- Each class will appoint a CPR at the beginning of the year. This may occur at the parent acquaintance evening, but all parents must be informed of the option to nominate.
- More than one person may fill the position, to share the load.
- It may be worthwhile to consider parents who have previously had a turn at this role in previous years, to allow other parents to have an opportunity.

Communication strategies

- The CPR will collect contact information from families to facilitate easy communication. This may include phone numbers, addresses and/or email information.
- Information may also be disseminated via student communication books to parents who do not have email access.
- Requests for help from CPRs for whole school activities may be made through the Principal or sub-committees of Governing Council.
- The class teacher *must* be consulted prior and included in the communication loop at all times Eg. included in emails or given a paper copy of what is shared with parents.
- The Principal *may* be included in emails if desired or relevant. The email is jan.carey553@schools.sa.edu.au

Activities

CPRs may, for example:

- Support communication for the teacher about events
- Organise class events outside school.
- Help welcome new families.
- Organise meal rosters for families with new babies.
- Request parent help with classroom activities.
- CPRs may be requested to facilitate fundraising activities or enlist volunteers for whole school activities.
- Other activities as appropriate.

Use of Contact Information

- Parents may **opt** to provide their contact information, it is not an automatic requirement.
- Each class/CPR will determine what the best form of communication is for their particular situation.
- Parents may opt to have some, none or all of their information shared with the whole class.
- Communication to the whole class should be through the CPR. * This means that a parent seeking to communicate to the whole class must first send their email/ information to the teacher or class parent rep
- Email lists are only to be used for communication of class or school activities.
- Any complaints or concerns should be directed to the teacher or Principal where they can be constructively resolved.
- Parent emails may only be given to other parents with the permission of the parents (as the CPR is the key link)
- Email addresses are not to be used to promote any business or activity of a private nature

Seeking parent information details

- The attached form may be useful to have parents complete whereby they can opt how their information is to be used (see sample).
- The CPR will collate the information and return the forms to the school office.

Revised Feb 2016

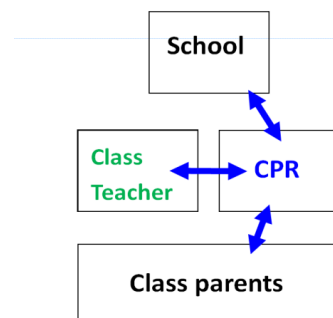
Class Parent Contact Information 2016

Dear Parent of Class _____

I am the Class Parent Representative for your class this year. It is my role to help facilitate communication to the class and co-ordinate whole class activities or fundraising etc.

Please note:

- Parents may opt to have some, none or all of their information shared with the whole class.
- Communication to the whole class should be through the CPR. * This means that a parent seeking to communicate to the whole class must first send their email/ information to the teacher or class parent rep
- Email lists are only to be used for communication of class or school activities.
- Any complaints or concerns should be directed to the teacher or Principal where they can be constructively resolved.
- Parent emails may only be given to other parents with the permission of the parents (as the CPR is the key link)
- Email addresses are not to be used to promote any business or activity of a private nature
- The CPR will collate the information and return the forms to the school office.



If you'd like to be part of this communication, could you please complete the form below and return it to your child's class. There are a number of options as to how you would like your information used. Please feel free to contact me if you have any questions.

Yours truly,

CPR name: _____

Phone number: _____

Return slip: Class Parent Contact Information 2016

Child's Name:	Class:	
Parent's Names		
	Shared with:	
Phone Number/s	Class Rep & Teacher only	All Class Parents
Email Address		
Address		