



Class Parent Representative Guidelines



Guidelines for Class Parent Representatives

Class Parent Representatives play an important role in Highgate School's community and culture. This role greatly benefits everyone within a class, assisting with communication between families of the class, as well as with the teacher and the wider school community. Class Parent Representatives are either nominated by a teacher, or more commonly, are parent volunteers that take on the role, in the early weeks of each new school year. This role is not limited to one person, and can be taken on by a number of parents within a class.

The purpose of these guidelines is to help parents and caregivers to understand the purpose and level of input for the Class Parent Representative role. The first four guidelines are tasks that are generally the minimum expectation of what Parent Representatives can do, and the remainder are shown to assist in going above and beyond in the role.

1. Organise a class contact list

Making contacts at school is valuable for children to integrate and make friendships, as well as for parents to make friends and share ideas about children and schooling. A form needs to be given in a welcome package to parents in the early weeks of a year; getting them to provide their contact details. The rep's role is to collate the list and distribute it to parents and the class teacher during the first few weeks of term 1. Electronic distribution is preferable. Inclusion on a class list is not compulsory. A template form and spread sheet can also be found on the school website, which can be used to collect the information and create the friendship list.

2. Welcoming new families and farewell those leaving

Parent Representatives are asked to make new families welcome to the school and help them settle into the school's culture and community, and in turn also say good-bye to anyone leaving the school. This can be done by introducing new parents to others at any opportunity and updating the class list which is then sent to everyone by email to introduce them. A farewell could be incorporated into an after school play or just a simple card from the class to the child or family.

3. Collect fundraising contributions from the parent community

Collections may be required for such things as gifts or donations at Fundraising or Foundation events, as well as to arrange other contributions or volunteers for these school activities. The Fundraising Committee or Foundation may also help with ideas and will communicate information as the time arises.



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4. Organise after school play dates

Play dates can be arranged just for the class or a year level; combining with other class reps to organise the date. If you are unsure of how to contact other class's reps, class teachers can usually help with these details. The younger years generally organise a play date once a term, and older year levels may choose to have other gatherings more "ad hoc".

Please consider the following when organising your class play dates:

- VENUE: Often held at the school playground or the pavilion.
- SUPERVISION: Adult supervision is required on the grounds after school hours.
- OSHC: Written permission is required by OSHC for children to attend from OSHC. The written permission must include the name of the adult who has agreed to supervise the child during the time they are attending the afterschool play date, and this parent is responsible to sign the child/ren back into OSHC.
- FOOD: The purpose of a play date is to socialise within the class group and sharing a snack is secondary. Please convey to parents that the amount of food be minimal. For example, it is only necessary to bring a quantity of food that your child/ren would normally consume as an afterschool snack. Please convey to your parents that snacks are to be nut free (and can be healthy) to remain in keeping with our school's philosophies on food. Please convey to your parents that if they are running short on time and can't organise a plate to share, that they should still attend the class play date, because the purpose of the play is social interaction and sharing food is secondary.

5. Collect contributions and arrange a thank you gift for the class teacher

At the end of the year, a class parent representative may choose to collect for a class gift, rather than leaving families to choose an individual gift. Many families may choose to give a gift individually, but this is another option that many choose to take, and is always a lovely way to show thanks to a teacher.



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6. Other class social gatherings

Many Parent Representatives are very active in their role, and go above and beyond the expectations of the community. These reps may organise such things as:

- coffee mornings for mums/dads
- movie nights at school
- a dinner, drinks or a bottle and plate night
- a breakfast or cooking for such things as Mother's or Father's Day
- a bowling night
- a class Christmas/end of year celebration lunch within the classroom

If arranging additional social activities, please be aware to try to schedule class events separate to the school Foundation or Fundraising events, so as to maximize attendance at both functions, and if necessary, approach a member of either of these groups to clarify the details. It is also advisable to check with the teacher(s) to ensure gatherings do not clash with other school or class activities.

7. Notifying Parents of School Events or Assemblies

Parent Representatives may choose to email or text families a reminder of when the next assembly is or of other upcoming events, such as Pupil Free Days or Casual days; or even Fundraising and Foundation events being held.

Highgate School values the support that is given by the Parent Representatives, as it does with all the volunteers from the community, and thanks you for your contribution.