



# Sacred Heart Primary School Highgate

Parents and Friends Association

## Class Representatives Role

2021

*At Sacred Heart Primary School, we promote a sense of **belonging** and **generosity** which reflects the teachings of Jesus. We strive towards **independence** and **mastery**, in an atmosphere of faith, hope and love.*

The aim of the Class Representative role is to contribute to the strong community spirit already evident in our school, by building friendships and offering support to all families.

### The Role of the Class Representative

- Provide a welcoming face to new and existing families that will assist in building stronger connections within the school community e.g. encouraging year group attendance at key social events.
- Monitor year group social pages and chat groups, and encourage parents to contact the school for any issues raised, or direct parents to the relevant information via Seesaw, the School Newsletter, the School Office or School website.
- Seek approval from the School Principal, to create any social media groups with the school's name - i.e., Sacred Heart Primary School Highgate, or SHPSH in a group's title. This approval will be granted on the condition that the School's Social Media Policy guidelines are understood and agreed upon.
- Attend the monthly P&F Association Meetings, (usually the first Wednesday of each month at 6:30pm-7:30pm) and feedback relevant information to other parents from within the class.
- Facilitate an atmosphere of parents working together, for the benefit of their children
- Manage the provided list of contact names, and email addresses for the class, via the School Office.
- Organise class/year level "get together events". Approximately one per semester, which can be for parents or families. Please check proposed dates with the School Office to ensure there is no clash with other scheduled school events.
- Assist staff with securing volunteers from your year to help with certain or allocated school activities, for example Excursions, Grandparents events, Mothers and Fathers Day Breakfasts, Retreats, Art Displays/Exhibitions etc.
- Assist and/or facilitate in the recognition of class specific collections, for example end-of-year teachers' gift (maximum donation capped at \$20 in 2021, to cover all teachers/staff of the class), the arrival of a new sibling, or a bereavement in the family. Please note this is not a requirement, nor should families be expected to contribute. Any gesture made, needs to be small. A card is often enough or the Class Representative may organise parents to provide meals, child care assistance, extra play dates or even let us know, so that the School can recognise or acknowledge families in the Newsletter. If any collection is undertaken by a Class Representative parent, they must manage it (please do not request that money be sent to the School Office).

### The Personal Qualities Required of a Class Representative

- Be able to conduct yourself in a *discrete and confidential manner*. At times, a Class Representative may be privy to information that is not for public knowledge. For example, a family may be struggling with bereavement and with that family's permission, the Class Representative may make contact with other families, to provide support. At times such as these, the Class Representative would need to be comfortable saying to inquiring parents, that it is not their place to discuss a family's personal circumstances.
- Be accepting and have a non-judgemental attitude towards parents, children or staff. The Class Representative needs to be able to serve as a sound role model to the School Community as a whole. It is through their abilities and daily example as a non-judgemental, accepting Christian, that Class Representatives will facilitate an atmosphere of parents *working together* for the good of their children.
- Be visibly present at school. The Class Representative needs to come into the school and classroom, and be seen and accessible. This does not need to be daily, but a regular presence at school is necessary.