PARENT CLASS REPRESENTATIVE
POSITION DESCRIPTION 2015

1. The position of ‘Parent Class Representative’ is for a period of 12 months. Nominations commence at the beginning of each school year.

2. The Parent Class Representative’s responsibility is to act as a point of contact for parents of students in that particular class. Parent Class Representative assist by directing parents/guardian to the appropriate person within the school for any queries that may arise.

3. The Parent Class Representative role is to support the Parents and Friends Association (P & F) wherever necessary in communicating and requesting parents to get involved with BBQ events, class gardening duties, morning teas, cleaning bees, assisting teachers with reading and numeracy programs, library assistance, fundraising events etc.

4. If possible, the Parent Class Representative attends the general P&F meetings that take place at 7.30pm in week 6 of each term to keep up to date with school news and activities. These meetings would be based on positive input shared by parents/guardians in supporting the teaching staff and students.

5. Parents/guardians will be able to contact the representative by text or email. Therefore it is best to provide your contact details to the parents from your class at the beginning of your vocation, with a brief note introducing yourself.

6. The Parent Class Representative will ensure confidentiality at all times. Matters concerning highly sensitive student academic or personal issues take place through correct channels and should be directed to Michael Siciliano or Steve Cauchi immediately. Please refer to attached flowchart.

7. The Parent Class Representative needs to be committed to the values of the school, be approachable and have good communication and organisational skills. The representative will need to be understanding and be respectful of any sensitive issues.

8. This position also provides the opportunity for developing a social network within the school community, through picnics, bowling nights, parties, etc. Whatever you feel would bring a community together.
Does my concern relate to my child’s academic or personal situation?

- NO
  - Does my concern/question relate to a general school item?
    - NO
      - Refer to the Parent Class Representative
    - YES

- YES
  - Make appointment and discuss with Class Teacher
    - Was it resolved?
      - NO
        - Make appointment and discuss with Stage Co-Ordinator
      - YES
        - GOOD! Touch base in a couple of weeks to re-evaluate

Formal complaint procedure can be followed through Diocese of Parramatta. Complaint procedure is located in the RSS part of the St Mary MacKillop

- NO
  - Make appointment and discuss with Assistant Principal
    - Was it resolved?
      - NO
      - YES

- YES
  - Make appointment and discuss with the Principal
    - Was it resolved?
      - NO
      - YES
2015 Parent Class Representatives

St Mary MacKillop P&F are now calling for nominations from parents interested in becoming a Class Representative for Years K - 6 for 2015. This role is to act as a contact person for both the teacher and the parents of the class to share positive feedback or suggestions to the P&F meetings on behalf of parents who are unable to attend and to assist the class teacher by gathering volunteers for the class teacher.

You will not be expected to resolve any issues. Any personal or academic issues should be directly forwarded to the Principal, Assistant Principal or the class Teacher.

Some Class Representatives have also taken on a role as a function coordinator arranging for class social events such as picnics, play dates or BBQs. This function would be entirely voluntary and depend on the needs of the parents in your class.

Class Representative meetings are part of the P&F General Meeting once a term at 7.30pm. The next scheduled Meeting to attend will be in Week 6 of Term 1, Tuesday, 3 March 2015 – The Annual General Meeting.

Positions are available for Class Representative and a Assistant Class Representative as a back up measure when you are absent. Anyone who holds a position from last year and wants to continue in that role will need to re-nominate for this year.

Please indicate your interest on the slip below and return to the Office by Friday, 13th February 2015. A list of the Class Representative and Assistant Class Representative will be circulated once nominations have been finalised. Let’s keep the communication lines open to embrace a community atmosphere within our children’s school environment.

Kind regards,
P & F Executive Team

ST MARY MACKILLOP CLASS REPRESENTATIVE NOMINATION 2015

Name: __________________________________________

I wish to nominate myself as: (please tick one box)

Class Representative  [ ]  Assistant Class Representative  [ ]  For Class: __________________________

Contact Number: __________________________ Email: __________________________

"Together We Grow"