



Aim Ever Higher

Payne Road State School

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Parent Representative Guidelines

Introduction

Thank you for volunteering for the role as Parent Representative for your class. It is a wonderful opportunity to be a part of your child's education and the Payne Road State School community. As a Parent Representative, you are a valued member of our school community and your time and commitment are very much appreciated.

The purpose of the Parent Representative is to help foster good communication in the school and to assist in the development of school community. It provides another means of uniting the school community and enhances the quality of relationships within the school between teachers, parents and the children.

Each class from Prep to Year 6 will have at least one Parent Representative. The function of the Parent Representative is not formally structured and is not meant to be an arduous task. The Parent Representative is a point of contact for the classroom teacher who may be looking for volunteers for a specific task. It is also a point of contact for parents who wish to make contact with other parents for organisational purposes. It is also helpful for our P&C to have a contact person to pass on information when looking for volunteers.

Protocols of the Parent Representative

Paramount to the role of the Parent Representative is the understanding of confidentiality of the parents and/or carers, the children and the teachers within the school community. This role requires mutual trust, communication and a willingness to promote a harmonious environment for all.

Primarily, the class teacher is responsible for the children in his/her care. The Parent Representative should direct all inquiries from parents to the class teacher or Principal. The Parent Representative is to support the class teacher and therefore adhere to the teacher's directions.

Structure of the Parent Representative Team

A Parent Representative will volunteer for a particular class group for a calendar year. Normally there is one Parent Representative for each class group, but it is recommended that there are two Parent Representatives for each class group. Working in pairs can be less daunting especially for new parents into the school community. "A job shared is a job halved" and it is always good to bounce ideas off each other and to cover for absences.

Confidentiality

The Parent Representative should at all times be respectful of the privacy of others. Payne Road State School recognises and respects your privacy and is committed to protecting the privacy of all families. No family information will be disseminated unless permission is given by the family. All families are asked to complete the "Request for Parent Contact Details" which is attached as Appendix 1. Parent Representatives will organise the distribution of this letter by contacting the Front Office. The School will then distribute to each family at the beginning of Term 1. Alternatively parents can register their

interest at Parent Information Evenings held early in Term 1. This list can be given to the Parent Representative to distribute.

Role of the Parent Representative

The role of the Parent Representative may include, but is not limited to the following:

- Developing a working relationship with the class teacher by meeting on a regular basis to ensure all needs are being met;
- Once contact details have been provided by the Principal, welcome new families and assist them in getting to know other families and to feel part of the school community;
- Promote communication between the school and the parents/carers;
- Compile a family contact list for the class group via the correct school protocols (see above section on Confidentiality) to organise volunteers for large organised school activities;
- To liaise with other Parent Representatives when required;
- Act as a contact for the P&C where applicable;
- Organise family activities out of school hours. This provides an opportunity for families to meet each other etc. This can be done approximately once each term / semester and can include;
 - Parent Dinner/Drinks
 - Children's Movies
 - Family Picnics / Park catch up

What the Parent Representative is NOT Responsible For

The Parent Representative does not circumvent the parent/carer/teacher relationship. If any parent has any concerns regarding their child's education, the Parent Representative must advise the concerned parent/carer to converse with the teacher or Principal directly.

How to Begin the Year

Below are suggestions on how to begin the new school year;

- Introduce yourself to your class teacher. Have a meeting with them to discuss the specifics of your role and how you can work together;
- Once you have received the contact details for the families in your class, introduce yourself to your class families. You can do this by way of the attached "Parent Representative Introduction Letter" which is attached as Appendix 2.
- Organise a family activity for your class outside of school hours so all families can meet.

Appendix 1 – Example of Parent Contact Details Email / Letter

Distributed by the School

Dear Parents/Carers

RE: REQUEST FOR CONTACT DETAILS FOR PARENT REPRESENTATIVES

As part of our endeavour to promote communication and to assist new families joining our school community, we have a Parent Representative assigned to each class group. In order to develop the lines of communication between teachers and parents/carers, the Parent Representatives would like to obtain the contact details for each family in their class group.

Due to the Privacy Act, schools are not permitted to provide family details unless approval is given by that family. To assist the Parent Representatives in each class to communicate with you, please complete the details below and return to your class teacher as soon as possible. **Only provide details that you are willing to provide to the Parent Representative for your class group.**

I would like to stress that Payne Road State School respects the privacy of all families within the school community. We are aware that families may have silent telephone numbers and may prefer not to have their contact details given to the Parent Representative. These families may wish to contact their Parent Representative personally and make other arrangements so that they can be advised of class news or coming events etc.

Yours sincerely,
Mr Stephen Rowe
Principal

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- I would prefer to contact the Parent Representative for my class group personally
 I am happy to provide the following contact details to the Parent Representative for my class group

Child's Name _____ Class _____

Parent/Carer's Name _____

Address _____

Home Phone _____ Work Phone _____

Work Phone _____ Mobile _____

Email Address _____

Appendix 2 - Example of Parent Representative Introduction Email

Dear Year 1 Parents/Carers

I wish to introduce myself and extend a warm welcome to you and your family.

As the Parent Representative for your child's class, I help to foster communication within the school, and to assist with the development of the school community. This is another means of uniting the school community and enhancing the quality of relationships within the school between teachers, parents/carers and the children.

Please feel free to contact me if you wish to help in the classroom or if you require information on how you can be involved as a parent/carer at Payne Road State School.

I look forward to meeting you at our first social function.

Yours sincerely

Parent Representative – Year 1

Phone _____

Email _____

Appendix 3 - Example of an Invitation to a Class Event

Dear Parents/Carers

I would like to invite you and your family to join me at our upcoming Year 1 Children's Play Date.

Venue: Wonderland Park

When: Saturday 22 February 2016

Time: From 10am

Please return the RSVP slip back to me by 15 February to enable for bookings to be confirmed with the centre.

I hope that you are able to join us for a wonderful morning.

Yours sincerely

Year 1 Parent Representative

RSVP

- the _____ Family are able to attend the above function
- the _____ Family are unable to attend the above function

Signed _____