



Class Parents Roles and Responsibilities for 2022

Warrawee Public School has a tradition of being a very caring, supportive and social school. A key element contributing to this success is our network of wonderful Class Parents. At the beginning of each year we look for 1 to 2 parents per class to take on this important and fulfilling role. If you are interested in being a Class Parent, please email (listing your child's class) classparent@wpspandc.org

It is a great way to get involved and know what is happening in the school.

Class Parent roles and responsibilities

1. Provide the main point of contact for teachers & parents and distribute P&C and school information

The Class Parent is responsible for the sharing of information – email is the easiest and most commonly used form of communication, it is therefore important to check your emails regularly and ensure you forward information to all parents within your class.

The Class Parents are to encourage all parents to sign up to receive the school newsletter (the Warraweekly), the School App via which alerts are communicated and also to view the P&C Handbook (all available from the P&C section on the school website). These are very valuable sources of information and we want all parents to access information via these sources regularly. As Class Parents we are there to assist parents with information but we need to encourage them to access via the existing means available. Note, while social media communications such as Facebook groups may contain school related information, they are not a formal means of communication nor are they controlled/administered by the school or the P&C.

2. Circulate class contact list and ensure privacy and confidentiality of information

The Class Parents are responsible for assisting the Class Parent Coordinator in finalising the Class Contact List and circulating to all parents on the list.

Please remember that it is voluntary for parents and carers to be on the class list and only those who have completed a Student Details Form are on the list and receive email communications. It is also the responsibility of the Class Parent to advise the Class Parent Coordinator of any amendments to the list. Please note that all contact information is ONLY to be distributed to your class and should any parent not wish to have certain details, e.g. phone number included in the contact list, their privacy is to be respected and the information omitted from the contact list. A parent/carers may also choose to opt out (by emailing their Class Parent) of having their email being visible in email communications and prefer to be bcc'd. If new students join your class, please provide them with a Student Details Form to complete if they wish to be added to the class list. Any edits or additions to the Class Contact List are only to be made by the Class Parent Coordinator and a new list will be issued to the Class Parent for distribution. Please note that class lists are for school and P&C related communication and are not to be used for political issues or marketing promotion. Please remind parents and carers not to circulate the class list outside their child's class. Also note that if parents/carers later decide that they want to be removed from the class list, they must indicate this in writing by emailing the President of the P&C: president@wpspandc.org

3. Welcome new parents and farewell leaving parents

We encourage Class Parents to welcome new families to the school and offer any help they can. The Class Parents therefore need to ask the teacher to notify them of any new students, so the families can be contacted. They should also be told of any students leaving the school and arrange a farewell if possible. Class Parents are to advise the Class Parent Coordinator so the class contact list can be updated and reissued.

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4. Organise class social events

Being a friendly school, we like to socialise and therefore organising social events is a nice way of getting to know the parents in our class a little better. Class Parents tend to be the organisers of such get togethers – dinners, morning teas, picnics, play dates in the park etc. What you do and how often you do it is totally up to the Class Parent and their class.

5. Organise end of year gift/birthday surprise

Some Class Parents like to acknowledge a teacher's birthday with a small gift, cake or flowers etc. Our experience has been that it is preferred to do a small surprise for the teacher's birthday and a bigger gift for the End of Year/Christmas. This also assists with family finances and only needing to do one collection at the end of the year. It is suggested that the Class Parent arranges the small surprise and explains to the class that the cost of the small surprise will be reimbursed to the Class Parent from the End of Year/ Christmas gift collection.

With the End of Year/Christmas gift for the teachers, the Class Parent would request contributions from the class for the gift, make the arrangements to collect these contributions (usually an online collection through a site such as 'Group Together'), purchase and present the gifts and report back to the class via email on how much was raised collectively and what was purchased.

Hampers or vouchers are a great idea, but it depends on your teacher. The children in the class might be a good source of ideas or other teachers. Note that **group gifts** which exceed \$50 are acceptable to WPS as suitable and in accordance with Department of Education Policy.

6. World Teachers' Day celebration

World Teachers' Day is celebrated in NSW every year on the last Friday in October. However, due to school commitments (e.g. Friday PSSA sport where many teachers are off site), we generally celebrate it at Warrawee on the last Wednesday in October.

World Teachers' Day is an opportunity to acknowledge our teachers and say thanks for the significant contributions they make in our classrooms and communities.

The P&C usually celebrate this day by organising a morning tea for all the teachers to enjoy. Personal teacher messages are also collected from the students and left in the staff room for them to read while having their morning tea. The children are encouraged to write the favourite thing about their teacher and something that their teacher always says etc. Needless to say lots of laughs are usually heard coming from the staff rooms on the day.

We really need your help as Class Parents to coordinate and run both the morning tea and the teacher messages. The Class Parent Coordinator will be in touch later in the year to advise on the plan for the celebration.

7. Provide support to the P&C Community & Events committee

There are a number of social and fundraising events that take place throughout the year. Each event is generally assigned to a Year Group to coordinate and manage. Class Parents are essential in ensuring that the relevant Year Group is organised with volunteers to deliver the event and provide support to the P&C Community & Events Team. The Class Parent Coordinator will advise the Class Parents accordingly.

8. Working with Children Check - Appendix 5

As Class Parents you may be involved in volunteering in the classroom, on excursions etc with the children at some point. This requires that you have completed your Appendix 5, which is a 100 point check with the school office. Similarly, if you are arranging other parent volunteers for your teachers they will need to have completed the Appendix 5. More information is available at the school office.