

The Beaconsfield Upper Primary School (BUPS) Class Representative Program

The overall aim of this role is to promote a sense of unity and connectedness for the benefit of each and every child at BUPS.

- **Communication, Contribution and Belonging** are themes that we aspire to through our Parent Class Representative program. Building a sense of community through these themes relies on all members of the BUPS community being adequately informed through effective communication, opportunities to contribute, and feeling a sense of belonging through genuine connection to others.

The role of the Class Representative includes:

- Being a positive and regular presence in the classroom and at BUPS.
- Providing a personal approach to welcoming new families into our school community.
- Collecting all signed contact detail forms received from parents/guardians at the beginning of Term 1.
- Preparing and distributing a class contact list.
- Circulating the contact list to all parents/guardians in that class as soon as possible after the start of the school year. Update and re-circulate the class contact list as necessary throughout the year. (Please note: this list is NOT to be used for commercial or marketing/advertising purposes.)
- Setting up a group email list.
- Adhering to the procedures in place for the program so as to keep it effective and fair and to comply with school and government policies.
- Supporting the class teacher when and if required.
- Communicating with parents. Emails will be your main means of communication to parents; as such you will need to be familiar with and adhere to the "BUPS Class Rep Procedures for Sending Emails" document.
- Circulating upcoming events information that is sent from the class rep coordinator.
- Circulating and promoting information regarding fundraising projects and special activity days on behalf of the Parents and Friends Association (PFA).
- Organising social functions such as dinners, Christmas drinks for the parents/families in your class.
- Where requested by teachers, organising parent helpers for class and school activities and programs such as: swimming, reading, excursions, sports events, the school Production and other activities.
- Encouraging and supporting the members of the class parent group to get involved in school community activities and events.
- Attending Class Representative meetings, which are held once per term in the staffroom. The Principal also attends these meetings.
- The class representative may coordinate, with the assistance of other parents/guardians, a gift for the teacher at the end of the year, if the majority of parents are keen and willing to participate.
- The class teacher and the Principal, should be copied in on all emails to parents so they are aware of what has been communicated to parents by the class representative.

- Parents have the option to be blind copied in on group emails if they want to be 'in the loop' but don't want their personal details publicised.

Procedures - BUPS Class Representative Allocations

- Parents are notified in the Newsletter by the Principal, in the first week of Term 1 requesting "Expressions of Interest" in this role.
- All parents/guardians who are interested in being a class rep MUST complete 'A BUPS Class Rep Expression of Interest form' at the Office.
- If expressions of interest are not forthcoming, the class teacher may approach individual parents/ guardians within the class.
- Class Reps will be tentatively allocated to classes at the 'Expression of Interest' meeting with the Principal in Week 2 of Term 1 in the staffroom.
- No Reps are allocated to a class prior to this meeting.
- After the meeting, staff will discuss and approve.
- In the event there are more Reps who 'Express Interest' than are required, an individual can be a Rep for one class only.
- Ideally there is to be one Rep per class.
- If more than two parents per class express interest in being a rep, and this is unable to be negotiated, then it will be necessary to have a vote. The teacher and parents will vote anonymously.
- If a class representative goes on leave, then they need to make arrangements for someone to cover in their absence
- Ideally an existing parent will assume the role for prep classes to support prep parents new to the school.
- Please do not approach teachers directly regarding this role.
- All parents will be notified of their Class Representatives early in Term 1, via the school Newsletter.

Class Rep Coordinator:

- Is a parent, who in conjunction with the Principal, oversees the Class Representative program.
- The Class Rep Coordinator is allocated to the position at the end of the previous year.
- If there is more than one person nominated for the role, then it will be necessary to have a vote. The Class Representatives and the staff will vote anonymously.
- The Class Rep Coordinator is to automatically be assigned to be a Class Rep for a class, at the start of the following year.
- Assists the teachers to invite/recruit one parent to be a Class Representative at the beginning of the year. Parents may volunteer, or be nominated by the class teacher.
- Coordinate and support Class Representatives throughout the year.
- Organise and Chair Class Representative meetings.
- Liaise with the staff and the Class Representatives to effectively run the program.

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