

## **Forrest Primary School Parent Representatives**



### **Introduction**

The purpose of the Parent Representative is to build a positive community by fostering communication through its members. They provide another means of uniting the school community, enhance the quality of relationships and channels of communication between teachers, parents and the children.

Parent Representative are a valued volunteer members of our community and their time and commitment are very much appreciated by all members of the school community.

It is desirable for class from Kindergarten to Year 6 to have at least one Parent Representative. The role is voluntary, has no formal structures and is not meant to be an arduous task.

### **Protocols of the Parent Representative**

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

A Parent Representative will volunteer to support a particular class group for one calendar year.

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, as it relates to the school.

The Parent Representative is there to support the teacher and therefore works to assist the teacher to relay his/her directions.

The Parent Representative is also expected to encourage other parents to engage in the school community and where possible contribute. A list of opportunities and ways for parents and families to assist in the school community is at Appendix A.

### **Confidentiality**

The Parent Representative needs to be respectful of the privacy of others. Forrest Primary School and the Forrest P&C recognises and respects individual's privacy and is committed to protecting the privacy of all families. No family information will be distributed unless permission is given by the family. All families are given the opportunity at the Parent Information Night at the start of Term 1 to join the class group and provide their personal information. If parents are not in attendance on the night, the Parent Representatives will distribute a letter introducing themselves and invite parents to join the class group (please see Appendix C).

**NB:** *It is important that class teachers see all notes being sent home before distribution.*

### **Role of the Parent Representative**

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

- To welcome new parents and assisting them in getting to know each other.
- To organise a class contact list for families who would like to share their contact details.
- To make parents feel part of the school community.
- To provide opportunities for parents to feel that they are valued members of the community and welcome to be involved in any way they are able e.g. informal social gatherings such as a coffee morning at a local coffee shop or a weekend play date in a local park.
- Encourage parents to be involved in school life, e.g. P&C, Trivia Night or Working Bees.
- Meet with the teacher as necessary (weekly/monthly/once a term) to discuss class needs.
- Assist the teacher, school and P&C with passing along class, year, school and P&C specific information as appropriate.
- With permission Parent Representatives names (without contact details) will be listed on the Forrest Primary Website to assist parents with identifying the parent representative for their child's class. If a parent would like to contact a Parent Representatives this can be achieved via the Parent Representative Co-ordinators as listed on the website.

### **How to Begin the Year**

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

- Have a meeting with the class teacher to discuss the role and how it will work.
- The class teacher will share a copy of the contact list collected at the Parent Information session.
- Class Representative introduces themselves to the class families. This can be achieved through the "Parent Representative Introduction Letter" which is attached as Appendix C. This is an effective way to contact parents who were not present at the information session.
- Collate information collected from all parents.
- Distribute contact information to all families on the contact list.
- Organise a family activity for the class outside of school hours so that all families can meet at an informal social time. (see Appendix D)

Parent Representatives are appreciated and respected members of Forrest Primary and we value their commitment to our school community.

### **Acknowledgements**

Gardner's Primary School

St Benedict's Primary School

Trinity Gardens School

## Appendix A – Opportunities for Volunteering at Forrest Primary School

### Opportunities for Volunteering at Forrest Primary School

#### In Your Child's Class

- Listen to children read – Individually, Guided Reading Groups
- Put up displays of student work
- Act as a Class Parent Representative
- Assist in lessons eg art & craft; hands on math; cooking

#### In the Library

- Label and/or cover books
- Shelf resources
- Identify and mark texts eg for ACT Chief Minister's Reading Challenge
- Read to children
- Help on the circulation desk (issue and return books)
- Be part of the school's "Living Library"
- Help students with research
- Help in the computer lab
- Help children to shelve or find books on the catalogue

#### Around the School - Inside

- Canteen
- Work with the Japanese teacher (Join the Japanese team)
- Join P & C
- Work in the Uniform Shop
- Welcome new members of our school community
- Volunteer to welcome those from your country
- Act as an interpreter
- Translate texts into your mother tongue eg. for newsletter
- Assist Clubs
- Process students' Banking
- Book Club

#### Across the School - Outside

- Improve school sustainability eg recycling, compost etc.
- Coach a sports team
- Assisting with Pick up Traffic Arrangements
- Work in the garden or with garden club
- Working Bees
- Playground Committee (with P&C)
- Assist teachers and children at pick up
- Helping with carnivals
- Assist with mounting in mosaics
- Attend excursions
- Assist with set/pack up for carnivals and community events
- Help with BBQ's

#### At home

- Launder sick bay sheets
- Cover books with contact

**Appendix B – Example of Parent Contact Details Letter**  
**Distributed by the School**

Forrest Primary School  
9 Hobart Avenue, FORREST ACT 2603  
Phone 02 62055644 Fax 02 62055615  
Website: [www.forrestps.act.edu.au](http://www.forrestps.act.edu.au)  
E-mail: [info@forrestps.act.edu.au](mailto:info@forrestps.act.edu.au)

1 April 2014

**REQUEST FOR CONTACT DETAILS FOR PARENT REPRESENTATIVES**

Dear Parents/Carers

In order to promote communication and to assist new families joining our school community, we have a Parent Representative volunteer 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 Forrest Primary respects the privacy of all families within the school community. We are aware that several families have silent telephone numbers and may prefer not to have any or all of 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,  
Chris Pilgrim  
Principal

- \_\_\_\_\_
- 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 C - Example of Parent Representative Introduction Letter

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 will 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.

If you would like to be added to our class distribution list please fill in the slip below and return it to school otherwise you can contact me on: 0825346455 or email [georgieblue@gofish.com.au](mailto:georgieblue@gofish.com.au)

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

Yours Sincerely

Georgia Hughes  
Year 1 parent Representative

## Appendix D - Example of an Invitation to a Class Event

Dear Year 1 Parents/Carers,

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

Venue: Lollypops Playland, Majura Park

When: Saturday 22 February 2012

Time: From 1000

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

Georgia Hughes  
Year 1 Parent Representative

### RSVP

- the \_\_\_\_\_ Family are able to attend the above function
- the \_\_\_\_\_ Family are unable to attend the above function

Signed

\_\_\_\_\_