

# GREYTHORN PRIMARY SCHOOL

## CLASS REPRESENTATIVE GUIDELINES

### CLASS REP ROLES and RESPONSIBILITIES

In brief, class reps:

- are a contact point for teachers seeking help from parents;
- assist in organizing class social functions; and
- form the core of the Greythorn Parents and Friends Association (PFA).

### CLASS CONTACT DETAILS

There are many occasions when you need to be in contact with the parents from your class (e.g. to organise a dinner or to rally helpers for your teacher). It is also a great way to keep your class families informed of school activities and remind them of things happening around the school. By doing this it helps to build the school community by getting more people involved.

In order to make this job easier for you we recommend you use these spreadsheets to keep a list of contact details:

Contact Request Sheet: Fill out your contact info, then ask your teacher to copy & distribute

Class Contact List: Use this list to file your class contact details.

*This information is **confidential** so please treat accordingly.*

### CLASS GET TOGETHER

It is a great idea to organise class get togethers to meet other parents. Ideas for a get together include a dinner for parents, morning tea, and a class playdate at Greythorn Park after school or on the weekend. Lots of the local restaurants are accustomed to hosting gaggles of Greythorn parents for class dinners! At your first get together you can then all discuss what activities you'd like to do later in the year.

Some year levels like to organize drinks/dinner/movies for the whole year level, rather than just one class.

You can also book the Aftercare Room (in the Prep corridor) for a morning or afternoon tea (bookings through the School Office) Please note you will need to access the PFA tea & coffee facilities from the Hall Kitchen (speak with one of the Committee members) as you cannot use the AfterCare program ones. It's also a good idea to take stickers & a texta for name tags the first time you all meet!

### PFA MEETINGS

Meetings occur once a month, in the staff room, and ALL parents are welcome. As a class rep, it is expected that you will attend. PFA meetings are a great way for parents to stay informed about what is happening in the school. Each meeting includes updates on school activities from the Principal, a representative from school council and other class reps. PFA meetings are one avenue through which you can contribute to the discussion of school activities. You can also suggest, and get involved in PFA activities. Meeting agendas and minutes can be found on the School Website under the 'PFA' tab.

### TEACHER'S BIRTHDAY

Most class reps organise something to celebrate their teacher's birthday — a cake and / or present. A list of the teachers' birthdays can be found in the Staff Room.

### NEW STUDENTS TO THE SCHOOL

As class rep, your contact details will be provided to the new family (by the PFA Secretary) when they join the school in the form of welcome letter. They may like to contact you to find out more about life at Greythorn. You may like to organise a coffee for a few parents so they meet some new

people. If you **do not** want your details provided to a new family **please inform the PFA Secretary asap.**

### **PREP INFORMATION SESSIONS — PREP & GRADE 1 CLASS REPS**

There are several Prep events over the year where your help may be requested. Grade 1 parents provide refreshments for the Prep Information sessions that occur early in the year. We ask the Prep Class Reps to assist in the 4<sup>th</sup> term for the Orientation sessions. This involves organising food and parent helpers for the designated days. The Prep co-ordinator will be your contact at this time.

### **GRADE 6 GRADUATION**

In late November, all Grade 6 parents are asked to assist with the graduation celebrations. This involves a dinner in the school hall. More details will be communicated closer to the time. This is organized by the Grade 6 parents and is not a PFA function requiring assistance from Class reps from other levels.

### **SUMMARY**

Being a class rep is an important role but it is not an arduous task. It is a great way to meet other parents and keep up-to-date with the activities of the school. In order to make the Class rep role more enjoyable and more successful, we recommend talking to other parents in your class and asking for assistance when its needed. It is a lot more fun when you have a group to help you out. If this is your first child going into Prep you will already know what a big year it is! We really encourage you to get involved in the Greythorn community. You will meet lots of lovely people who will no doubt travel with you along the Greythorn journey over the next 7 years!