

GREYTHORN PRIMARY SCHOOL

CLASS REPRESENTATIVE GUIDELINES

CLASS REP ROLES and RESPONSIBILITIES

In brief, Class Reps:

- are an important channel of information for each class
- are a contact point for teachers seeking help from parents, and
- assist in organizing class social functions

CLASS CONTACT DETAILS

There are many times 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. This helps build the school community by getting more people involved. Separate WhatsApp Groups are created for each class, for parents who have opted-in to participating. The Class Rep Coordinator will pass on messages to be shared with your group.

CLASS GET TOGETHER

For the junior years, it is a great idea to organise class get togethers to meet other parents. This could 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.

PFA MEETINGS

Meetings occur on an ad hoc basis, in the staff room, and ALL parents are welcome. As a class rep, we would love to see you too! 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, Andrew Searle. If you've got a great idea for a PFA activity, bring it along and share it with the other parents.

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 or ask your teacher when introducing yourself as Class Rep early in the year.

NEW STUDENTS TO THE SCHOOL

Before organising a class activity, such as fundraising for the Teachers' birthday gift, it is a good idea to check if any new students have joined the class, and invite their parents to join the WhatsApp group. The PFA have a flyer which can be distributed to prompt new parents to make contact. If you need the flyer, post a message in the Class Reps WhatsApp Group.

GRADE 6 GRADUATION

Each year all Grade 6 parents are asked to assist with the graduation celebrations for their children. This involves a dinner in the school hall. This is organized by the Grade 6 parents and is not a PFA function.

SUMMARY

Being a Class Rep is an important role. It is a great way to meet other parents and keep up-to-date with the activities of the school. We recommend talking to other parents in your class and asking for assistance when it's needed as there will be parents in your class who want to be involved, and it's fun when you have a group to help 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!