



# Camp Hill State Infants and Primary School

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Handbook for Class Parent Representatives

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## What is a Class Parent Representative?

Also known as a CPR, Class Rep or Parent Rep, a Class Parent Representative is a parent from each school class that facilitates communication and promotes family involvement in our school community. As a CPR you are a valued member of our school community and your time and commitment are very much appreciated.

## How do I become a Class Rep?

You can nominate to become a Class Rep by providing your name, contact e-mail and child's class to

- your class teacher **and**
- the CPR Facilitator [camphillcpr@gmail.com](mailto:camphillcpr@gmail.com)

We hope to have a Class Rep in each class by mid Term 1 of school. If you have nominated but not heard from the Class Rep Facilitator by this time, please get in touch in case your nomination wasn't received.

## What do I do as a Class Rep?

### Primarily...

- Email your class each Sunday to provide weekly communications:
  - You will be sent an email from the CPR Facilitator on Sunday morning regarding school activities for the next week. This is your template email which you should forward to your class.
  - ***You should add to your email class-specific activities such as PE/Swimming days, Library days, when to return home readers/homework etc.***

### And also...

- Encourage and provide opportunities for parents to be involved in school life. Support them and their family to feel that they are a valued part of their child's school community e.g. by assisting the school and P&C with fund-raising events and helping the teacher in class if required.
- Organise opportunities for parents in your child's class to meet socially e.g. morning tea event, informal social gatherings such as a coffee morning at a local coffee shop or a class weekend play date in a local park.
- Keep in contact with your teacher to discuss class needs and any areas they need help e.g. distributing information.
- Assist in communicating information regarding donations, volunteers, etc.
- Arrange end of year "Thank you" gifts to teachers/aides for those parents willing to contribute.
- Be supportive of school staff and the whole school ethos.
- The main thing is to have fun and distribute information, while meeting new people and making new friends!

## Can I do the Class Rep role alone?

Yes, in fact, that is how the majority of people have maintained the role in the past.

This role can be done by someone that works full-time or unable to come to the school. Most communication is via e-mail so you certainly do not need to be on campus to know what's going on.

## Can I share the Class Rep role?

Yes, you sure can. This could be done in a variety of ways:

- The first person to have time to send on the communications does so.
- The role is swapped on a per term or per week basis.
- Have one person as the social co-ordinator and another who forwards the email communications.

There is no right or wrong way - just have a chat with your Class Rep partner(s) and see what works for your circumstances.

## What is a Class Rep Facilitator?

The Class Rep Facilitator is also a volunteer role. The Facilitator pulls together the information from the school and P&C that needs to be communicated to our school community. Each year the Facilitator helps recruit Class Reps for each class, maintain contact lists, distribute information and collaborate with the school and P&C to provide feedback from parents and to promote events they are running.

The Class Rep Facilitator for 2026 is Anna Bloor.

## Is the Class Parent Rep program part of the P&C?

No, the Class Rep program is not part of the P&C. It is an independent communication group that supports the P&C and school. Mrs Fiona Lloyd is our main point of contact. We encourage people to join the P&C Association to help follow the plans for our school, however it is not compulsory.

## How should I communicate with my teacher on class issues?

This will depend on your teacher and your personal situation. If you are full-time and not often on campus then e-mail communication will be more than adequate. If you are at school during the week, then you can simply have a chat with your teacher before or after school.

## How should I communicate with other parents in my class?

Your role as a Class Rep is to receive information and communicate it to the class, school or the Class Rep Facilitator. Please encourage parents to provide constructive feedback on any issues – but in doing so, ensure the conversations remain objective and based on fact.

It is also important that the dissemination and collection of information occurs in a timely fashion. E-mail is useful for this purpose. You may use your own personal email address to forward information, otherwise, if you would prefer not to, you could set up a free gmail or Outlook account for this purpose. A suggested email for the Class Parent Rep of 1B could be [CPR1B2026@gmail.com](mailto:CPR1B2026@gmail.com). If you need assistance with this, please contact the Class Rep Facilitator for assistance.

All emails should include your teacher in the **CC** field and all parent email addresses in the **BCC** field. (You can leave the **To** field empty.)

CHSIPS TERM 1 WEEK 1

To

Cc Class Teacher

Bcc Parent/Carer email addresses

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CHSIPS TERM 1 WEEK 1

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Communications from Class Reps should be:

- objective and factual
- addressed to parents/carers who have **opted in and been approved by the school**
- related to school matters only
- CC'ed to the class teacher(s)
- BCC'ed to parents/carers to ensure their privacy is maintained.

You might also like to create a private Facebook group for your class, particularly for Prep-Year 2. Older year levels tend to only need whole-of-year level groups.

## Who should I contact if I need an answer to something?

The [Parent Information Handbook](#) is a valuable source of information. In an A-Z format, it covers a variety of issues from absence from school, behaviour management, daily needs as well as homework, parking around the school and how you can help out.

The school's website ([www.camphillipss.eq.edu.au](http://www.camphillipss.eq.edu.au)) is another valuable source of information. Here you can find the latest news, current and past newsletters, plus links to key information such as the Tuckshop's current menu or Uniform Shop order forms.

The school also provides a lot of information via fortnightly newsletters which are e-mailed electronically to those who have [signed up](#) on the website. These newsletters include school and P&C information.

The printed School Calendar is also an excellent source of information. It includes all key school date-claimers, has a list of key operations on campus and contact details for school programs. The new QR Code links to the online [Events Calendar](#) which provides updates and changes.

If you cannot find what you are looking for, please feel free to contact the Camp Hill Class Reps Facebook page (new members are invited every year to the Facebook page) or the Class Rep Facilitator on [camphillcpr@gmail.com](mailto:camphillcpr@gmail.com).

## What is the Camp Hill Class Reps Facebook page?

A private Facebook group is used to allow members to pose questions and have conversations with other Class Reps.

This group is by invitation only and is controlled by the Class Rep Facilitator.

You do not have to be a member of Facebook or the Facebook group to undertake the Class Rep role. All communication that is relevant for parents will be e-mailed. This is simply an online group for Class Rep parents to converse regarding the CPR program.

Occasionally the P&C will ask you to share a post to your own class Facebook page (if you have one), or to your year level page. Please create a fresh post, and do not share the post from the CPR Group, as people who are not CPRs (and a member of our private group), will not be able to view it.

## Do I have to arrange social events?

No, you do not have to, but social events are encouraged, especially for Prep and Year 1 classes. They help create a sense of belonging, a sense of community and allow parents to network with other parents/guardians.

A great way to get to know each other and the children your child is friendly with, is to have an informal social gathering. You might have a picnic/play-date in a local park, catch-up at a local coffee shop, go out to dinner at your local, or celebrate a special event like the Melbourne Cup Day. There are many possibilities!!

In previous years our Class Reps have reported that social events early in the year work best if the entire family is invited, whereas Mum's/Parent dinners are much better attended later in the year as families have gotten to know each other.

Something else to consider is getting together with the other Class Reps from your grade and arranging a whole grade event, or combining classes for a get together. For example, an end of Term Park Play for the whole year level, or a lazy Sunday catch up for your class or multiple classes at the Bowls Club. It's a great way for multiple families to meet each other.

## Do I have to 'supply' volunteers?

No. You may be asked to request volunteers for certain events and activities however you do not have to coerce or hound anyone to help.

The school community is always in need of people to help with events and even simple things like reading groups, bake sales and helping at swimming lessons. Your role as a Class Rep is to distribute information requesting help at events and activities, but you will not be expected to recruit, train or co-ordinate volunteers.

Often signing up to volunteer at events as an individual can be a daunting task. If you can assist in bringing the class together, by suggesting they sign up with a buddy to volunteer for school and P&C events, this would bring wide benefits - children love seeing their parents help their school out!

## Do I have to volunteer for other things?

Life is one busy, endless cycle and the volunteer roles you take on need to work around this. You are very welcome to take on other volunteer roles in our school community, however becoming a Class Rep does not mean that you are automatically signed up to anything else.

There may be times when your class or grade are asked to take on specific responsibilities. Should this occur, please remember your role as a Class Rep is to distribute information. You should not feel pressured into stepping up for everything or to step in should others be unable to meet their commitments.

## Do I have to 'meet' donation targets?

Absolutely not. If your class has been asked to donate time, money, presents or other items and have been unable to meet any form of target, this is OK. Any donations to our community are of benefit and the Class Rep role is to distribute the information, not to donate extra time or money.

## Staff Gifts

As a Class Rep, it's a lovely part of the role to help coordinate an end-of-year gift for the teacher (and teacher aide in Prep). This can be done with a 'secret' collection of donations from those class families who would like to participate. Or a hamper where families each bring an item to contribute.

Please note the Dept of Education rules around teacher gifts. In summary:

- end-of-year gifts with a cumulative value of up to \$150 are permitted; gifts over this amount must be declared by the teacher.
- Cash, Instant Scratch-Its, or similar items e.g. Visa pre-paid card, that can be readily converted to cash are not allowed. (Store gift cards are fine, as those must be used for products and can't be converted to cash.)

The full gift policy can be found [here](#).

Another idea to show appreciation is to remind the class of special dates - such as the Teacher's birthday or World Teachers' Day, so students can make a card if they wish.

*Whilst not expected, staff are always very appreciative of any gesture from families!*

## What should I do if I am going to be away and unable to communicate with my class parents?

There are several options available to allow communication items to reach your class:

1. Ask another class parent to send the information on your behalf (if they accept please notify the Class Rep Facilitator so they can include the parent on the programs email list for the duration of your leave).
2. Provide the Class Rep Facilitator with your class email list and they will send any Class Rep emails directly to your parents during your leave.
3. Ask your teacher if they can send out the email for you (if they accept, please notify the Class Rep Facilitator so they can include the teacher on the programs email list for the duration of your leave).

## What do I do with confidential information?

As a Class Parent Representative for your class, other parents may discuss with you particular concerns/problems they have. If you feel there is a need to discuss anything further, ***please ensure it is with the appropriate person***. Who that person will be, will depend on the situation. It may be the teacher, the school Deputy or Principal, your Class Parent Representative Partner or Class Representative Facilitator. If it is of a ***confidential nature*** be sure to ***maintain that confidentiality at all times***.

## What do I do if conflicts arise?

***Never try to resolve situations of conflict***. If you find yourself faced with something you're not sure how to deal with, contact the teacher, Class Rep Facilitator, the Deputy or the Principal for advice.

## What do I do if a class family wants to promote their business or external fundraiser/charity?

If a member of the class would like to advertise their business, promote a personal fundraiser/charity or mention a Tupperware/etc party, they should be encouraged to do this via personal contacts. The Class Rep role does not allow you to send out promotional materials.

The school and Class Rep program cannot be seen to be favouring certain people, businesses, groups, charities, etc.

Instead, the business/fundraiser should be directed to speak with the school P&C regarding the opportunities for promotion and sponsorship. ([admin@camphillpandc.com.au](mailto:admin@camphillpandc.com.au))

## What do I do first?

Once you have been confirmed as a Class Parent Representative, there are a few suggestions on what you could do to get started:

- Talk with your class teacher and any class parent representative partner to discuss the specific role you will perform for your class and make some plans.
- Contact the parents on your class list to introduce yourself - a list of approved families who have opted in to receive CPR emails will be sent to you by the CPR Facilitator once it is finalised by the school.
- Start emailing your class with reminder information.
- Consider organising a class social activity, particularly for Prep/Year 1 (e.g. a play at the park after school).
- **NB:** It is important that class teachers see all emails being sent.

## Further Information

Please enjoy your Class Parent Representative role and know that your contribution is highly valued!

Additional information and support can be accessed via the Class Rep Facilitator ([camphillcpr@gmail.com](mailto:camphillcpr@gmail.com)) or Mrs Fiona Lloyd, 3900 9333.