

# Camp Hill State Infants and Primary School



Updated  
Jan 2016

## Handbook for Class Parent Representatives

This handbook aims to provide class parent reps (CPR's) a role description, information about activities and details. This handbook will also provide the opportunity for previous CPR's to pass on useful information about activities undertaken to future Class Rep's.

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## What is a Class Parent Representative?

Also known as a Class Rep, CPR or Parent Rep, a Class Parent Representative is a parent, or parents, from a school class that promote parental involvement in our school community and facilitates communication. As a parent representative 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 [camphillcpr@gmail.com](mailto:camphillcpr@gmail.com)
- To your class teacher
- To the existing Class Rep

We hope to have a Class Rep in each class by the end of Week 4 of school. If you have nominated but not heard from the Class Rep Facilitator by this time please contact us in case your nomination has gone missing.

## What do I do as a Class Rep?

- Collect, in collaboration with your class teacher, parents contact details and share these with your class.
- Contact new families on arrival and welcome them to the school community.
- 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
- Provide weekly communications to your class regarding activities within the school for the next week
- Assist in communicating information regarding donations, volunteers, etc
- Arrange end of year "Thank you" gifts to teachers for those parents willing to contribute.
- Be supportive of school staff and the whole school ethos
- Attend optional Class Rep meetings (once per term)

## 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. You can send on the weekly emails from the Class Rep Facilitator with some tweets that make it specific to your class. You can arrange one or more social events sometime in the year. The main thing is to have fun and distribute information, while meeting new people and making new friends.

This role can be done by someone that is 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 is going on.

## Can I share the Class Rep role?

Yes you sure can. This has been done in the past 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 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 (or facilitators at the moment) are also volunteers. They simply pull together the information from the school and P&C that we believe needs to be communicated to our school community. Each year we help recruit Class Reps for each class, maintain contact lists, run meetings, distribute information and collaborate with the school and P&C to provide feedback from parents and to promote events they are running.

For 2016 the Class Rep Facilitators are Karen Gilmore, Nicole Carey and Belinda Parsons.

Should you be interested in helping in this role at any stage please contact us via [camphillcpr@gmail.com](mailto:camphillcpr@gmail.com).

## 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. Mr Michael Frearson 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?

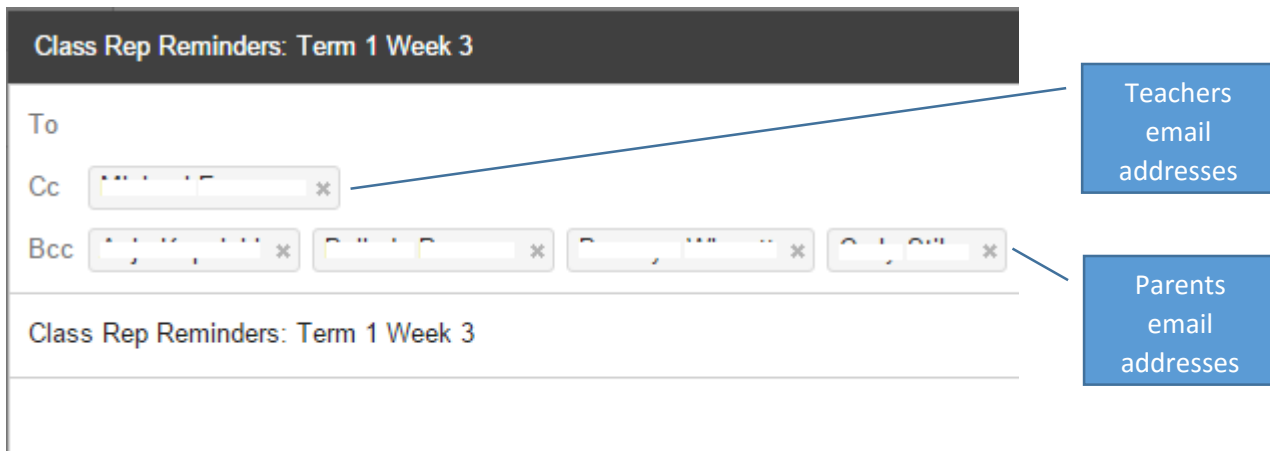
This will depend on your teacher and your personal situation. If you are full-time and not often on campus then e-mail communication will be more than adequate. If you are at school during the week, then you can simply have a chat with your teacher before or after school.

## 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, it is suggested you set up a free gmail or hotmail account for this purpose. A suggested email for the Class Parent Rep of 1B could be [CPR1B@gmail.com](mailto:CPR1B@gmail.com). If you need assistance with this, please contact the Class Rep Facilitator and they can assist.

All emails should include your teacher in the CC field and all parent email addresses in the BCC field.



Please note: communications from Class Rep’s should be

- objective and factual
- addressed to all guardians who have provided their details to you
- related to school matters only
- CC’ed to the class teacher(s)
- BCC’ed to parents to ensure their privacy is maintained.

SMS notifications are another mechanism for communicating with your class if you just want to send reminders. This is a personal choice and costs will not be reimbursed.

## Comms Schedule

If a member of the class would like to advertise their business, promote a personal/external fundraiser or mention a Tupperware/etc party they should be encouraged to do this via personal contacts. The school and Class Rep program can not be seen to be favouring certain people, groups, charities, etc.

Week 1	Week 2	Week 3	Week 4
	School and P&C Newsletter (fortnightly)		School and P&C Newsletter (fortnightly)
Class Rep reminder email	Class Rep reminder email	Class Rep reminder email	Class Rep reminder email
Emails from teachers are sent as required			

## 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 Tuckshops current menu or Uniform Shop order forms.

The school also provides a lot of information via fortnightly newsletters which are e-mailed electronically (unless otherwise requested by parents). These newsletters include school and P&C information.

The QSchool mobile app is available for download to any iOS, Android or Windows smartphone. It synchronises with the schools website to provide news and events - and even provides a great feature that allows you to save events to your calendar. For more information and download links visit <http://deta.qld.gov.au/about/app/qschools-app.html>

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.

If you cannot find what you are looking for, please feel free to contact the Camp Hill Class Reps Facebook page or the Class Rep Facilitators, Karen or Nicole, on [camphillcpr@gmail.com](mailto:camphillcpr@gmail.com) . If we are unable to answer immediately we will contact the various P&C and school administration staff to find out the details you require.

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

A closed Facebook group is used to allow members to pose questions and have conversations with other Class Reps – without waiting for a meeting.

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

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 Class Parent Representative program.

## What are the Class Rep meetings about? And do I have to attend?

As part of the Class Rep program we generally meet once per term. These meetings are in the evening and include wine and nibbles. Meetings are not compulsory – they are simply an opportunity to meet with other Class Reps and discuss what is working/not working for you and to provide insights to other representatives. These meetings are also used to canvas ideas and opinions on other things around the school.

The first meeting of the year is usually the most useful as we use this to explain the role, provide ideas if you are struggling to gather contact details, etc and provide tips for social events.

## Do I have to arrange social events?

No, you do not have to, but social events are encouraged. 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, celebrate with a mother's day event, or 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. For example, Year 2 in 2014 arranged a parent's dinner in early October that was attended by around 60 parents.

### 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, watering gardens 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, using a buddy system 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 is of benefit and the Class Rep role is distribute the information, not to donate extra time or money.

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

If you are lucky enough to be heading away there are several options available to you 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 teacher on the programs email list for the duration of your leave)
2. Provide the Class Rep Facilitator with your class list (email contacts) and they will send any Class Rep emails directly to your parents during your leave.
3. Ask your teacher if they can send out any details (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 via me?

The Class Rep role does not allow you to send out promotional materials. This is because the school can not be seen to be endorsing one business over another. Instead the business should be directed to speak with the school P&C regarding the opportunities for promotion and sponsorship. (camphillpc101@bigpond.com)

### What do I do if a class family wants to promote their fundraising/charity events?

This is always a tricky area as everyone always wants to help others out. Unfortunately though, the Class Rep role does not allow you to send out promotional information regarding fundraising events or charity events that are not being run by the school or P&C. This is because the school can not be seen to be endorsing one event or charity over others.

Instead the family may email the class contact list themselves, discuss with the school if they can post on the noticeboards or approach the school P&C to discuss options.

### 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.

Steps to consider:

- 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.
- Follow up your class teacher for the class list of those families who were happy for you to have their contact details
- **If the class teacher has not prepared a list or sent out forms to collate contact information, please contact the Class Rep Facilitator as there are templates you can use to gather this information.**
- Contact the parents on your class list to introduce yourself
- Contact the class parents to invite other parents to join you in the role, to remind them of anything they need to do and to help them feel 'organised'
- Start emailing your class with reminder information
- Consider organising a class social activity (e.g. a play at the park after school)
- **NB:** It is important that class teachers see all notes being sent home.



## Further Information

Please enjoy your Class Parent Representative role and know that your contribution is valued. Additional information and support can be accessed via the Class Rep Facilitator ([camphillcpr@gmail.com](mailto:camphillcpr@gmail.com)) or Mr Michael Frearson, 3900 9333.