

Balmain Public School

Class Rep Manual for 2018

Introduction

Welcome.

If you are reading this manual, then you are probably thinking about putting your name forward as a Balmain Public School (BPS) Class Rep for 2018. If so, congratulations - and read on.

Being a BPS Class Rep is all about communication: Class Reps communicate school related issues to the class parents and pupils. In doing so, they help BPS drive forward the educational needs of all of our children and give the school a more efficient platform for greater learning.

If this sounds like you, then read this manual on the role and responsibilities of a Class Rep and then make yourself known - as soon as possible - to your class teacher, and volunteer!

Getting Started

Class Reps for 2018 will be confirmed by the class teacher in the first few weeks of term. We try to share these roles around to include as many people as possible...We have a main rep and a back-up.

If you are successful, thank you for volunteering to be a BPS Class Rep in 2018! You will have a fun packed year.

Remember – as a Class Rep, you are **not alone**:

- There is always one Class Rep per class – and a Back Up to help.
- If there are two of you, why not 'split the load' or roster who does what and when;
- If there is one of you, try to seek out a back-up plan (or a delegate) - someone willing to step in when you are away or in case you're busy;
- Your class teacher will be available to help
- The Principal and Assistant Principals are also there to help, especially on broader school related topics [**NOTE:** Contact details are attached at the end of this leaflet];
- The P+C Exec and the P+C Events Coordinator are all able to offer support and/or advice if there is ever an issue [**NOTE:** Contact details are attached at the back of this leaflet].
- Please don't hesitate to ask if you have any questions or need assistance in any way.
- Don't forget - there are lots of others in the same boat as you.... And it gets a lot easier once you get into the flow of it all.

What's the Role of a BPS Class Rep

- Email and communicate classroom news to parents from the class teacher;
- Help class teachers with parent involvement in classroom activities (eg helping with reading or craft, assisting with excursions or sports)
- Email and communicate school news to parents from the Principal;
- Email and communicate P+C news to parents about special events and monthly meetings;
- Co-ordinate class participation in fundraising events (as per the P+C Calendar of Events), as and when required

Starting the process

- Ask the class teacher what they expect from you and arrange a suitable, regular and efficient communication system that works for you both
- Circulate a class contact list to parents and the class teacher, asking for confirmation of email address, phone and mobile numbers plus any corrections that need to be made.
- Make sure you specifically ask all parents if they are comfortable with having their email addresses made known to the other class parents, or if they wish to remain private.
- Confirm the names of any parents without an email address so that information can be sent to them by other means (ie handout, hard copy, text).
- Set up an email group with all of your class's email addresses in it, so that you can easily send emails to all parents.
- Have fun!
- And don't forget to make sure you ask as many class parents as possible to come to the P+C Year Start Parent Function!

Class lists

- It's your responsibility to ensure that the list is up to date. The teacher should tell you if there are any new arrivals or departures!
- If there are any changes, amend the class list and recirculate to class parents, the teacher and the P+C Events Coordinator.
- If any parents do not wish to receive your emails, please highlight to them the importance of communication, and their failure to be on the distribution could see them miss essential information on planned activities involving their child.
- It is impossible to calculate the number of paper notes that have remained at the bottom of school bags for days, weeks or even terms.... Receiving emails reduces the need to delve into the bottom of that school bag.

Sending BPS and P+C Emails

- Please do your best to forward any school and P+C emails as quickly as possible.
- Emails should very clearly be marked "Please Forward" or "Do Not Forward"
- When sending emails to your class, send them via "bcc" so that the email addresses can't be viewed. Copy the class teacher and the P+C Events Coordinator on all emails.
- If a class parent asks you to distribute an email to the parents in your class and it appears relevant, discuss it with the class teacher or School Principal before deciding what to do.
- If an outside party asks you to distribute emails to any parents in your class, direct them to the School Principal.

- In terms of any communication, remember: the email must contain class related information – eg, organising reading rosters; asking for assistance with the Balmain Fun Run; organising a class social event; reminding your class it's a Mufti Day and a Gold Coin is needed etc.
- **PLEASE NOTE** - Class list are for classroom related use only. **NEVER** allow any NON-School emails or questionable content to be included in any email to the class list.
- Whilst the class teacher may be happy to have their DEC email address shared with the class parents, **NEVER** give out your teacher's mobile telephone number or any other personal contact details (if provided to you).

Social Events

- Many parents organise class-related social events - eg a class dinner, drinks or picnic - so parents can get to know one another in a relaxed environment outside of school (with or without children).
- Welcome all new families and try to ensure they are integrated into the email system as quickly as possible and help them get to know other parents and feel part of the school community.

Fundraising

- Class parents are **vital** in supporting the P+C's fundraising activities.
- Please follow the P+C Calendar of Events in this regard and be on the lookout for event announcements in the School newsletter.
- A class (or year) is often asked to host an event to help "spread the load" of fundraising.
- This is not as scary as it sounds as there is a lot of information available (including detailed "How To..." handouts) on how to organise these events.
- Plus, the P+C and other parents will ensure that you receive as much help as possible.

P&C Meetings

- P&C Meetings are held every first Wednesday of the month (in term time) at 7pm.
- P+C Meetings are usually held in the School Staffroom.
- Attending P&C Meetings is a great way to understand what's happening around the school and allow you to contribute.

Contact List of BPS Staff, P+C Office Bearers & Event Co-ordinator Parent Reps will be available on the website or contact.

Principal ~ Mrs Maria Lambos ~ maria.lambos@det.nsw.edu.au