



# Are you a Class Rep?

The class representative system can be a very valuable asset to a well-functioning P&F and school community. The role of the P&F is to support and represent **all** parents and carers in the school community and having nominated representatives from each class ensures that all parents can have their perspective heard.

Class reps support the P&F by ensuring that outcomes of P&F meetings or potential events can be promoted and distributed quickly to the parents of the school. Conversations through these mediums are to be kept positive and respectful at all times. If parents are experiencing any challenges or concerns, the class rep communication method is not the place to discuss these, the parents should be directed to the school Principal or their delegate. It is also important that class rep matters, or P&F initiatives are kept very separate from 'friendship group' issues and maintain confidentiality on school issues as appropriate.

When a directive comes from a P&F meeting for class reps to help organise a school event, or a class only event, it is essential that **all** parents in that class are notified. It is crucial that parents don't feel that they are being left out in any way by not being included in invitations to help, attend dinners or coffee mornings etc.

## **The role of class representative may include but is not limited to:**

- Welcoming new parents to the school.
- Introducing parents to the roles and activities of the P&F.
- Inviting parents to support and attend school functions and activities. This may include the arrangement of class tables/rosters for a scheduled event or function.
- Arranging the distribution of entry tickets.
- Attend P&F meetings whenever possible.
- Communicate regularly with the P&F Office Bearers.
- Organise class communication lists e.g. email addresses and telephone numbers. (Don't forget to obtain permission from parents to circulate their contact details.)

Be proud of your school, your P&F and yourself, and thank you for being part of building a positive school community.