



CLASS REPRESENTATIVES PROGRAM 2017

CLASS REP NOMINATION EMAIL TO GO IN FIRST WEEK TO ALL PARENTS

CLASS REPRESENTATIVE PROGRAM

Now is the time to put your name forward to be a Class Representative or Year Level Social Team member for your child/ren's class/es!

Williamstown North Primary School encourages the active involvement of parents and guardians in the life of the school. The Class Representatives Program enhances communication and engagement between teachers and parents to more actively support learning in the home environment and to assist parents in building relationships with other families in the school community.

The Program is supported by a network of parents, called Class Representatives, and provides parents with a fortnightly E-newsletter giving an overview of their child's classroom literacy, numeracy and inquiry activities, as well as details of classroom excursions and parent social outings.

This year we have made some changes to the Class Rep program and will split the role between:

- **Class Reps** -who will be responsible for liaising with the classroom teacher and preparing and sending the fortnightly enewsletter. **We are calling for 2 Reps per class for Preps and 1 Rep per class for Years 1 – 6.**
- **Year Level Social Teams** - who will work together as a year level team and be responsible for organising and delivering **whole of year level** social events (1 per term). **We are calling for 1 Social team member per class.**

CLASS REPRESENTATIVES ROLE

Class Representatives co-ordinate the Class Rep Program for their child's class. This role includes:

- Maintaining and distributing a parent contact list for your class
- Facilitating regular communication between the classroom teacher and parents via a fortnightly class 'enewsletter'
- Where requested by teachers, organising parent helpers for class activities and programs as required (ie swimming, reading, sports events, excursions)
- Encouraging parent involvement in classroom and whole school activities
- Welcoming new families to the class and encouraging their participation in the enews program
- Supporting and fostering a strong sense of the School as a 'community'.

Required skills of Class Representatives:

- The role is accessible and manageable for parents who are in paid work or 'at home' parents
- Sound knowledge of Microsoft Word
- Class Reps are respectful of everyone's privacy and ensure that the confidentiality of teachers, students and parents is maintained at all times
- Friendly and reliable!

YEAR LEVEL SOCIAL TEAM ROLE

Year Level Social team members will work together as a year level team and be responsible for organising and delivering social activities for the parents across the whole of the year level. This role includes:

- Working with the other social team members in your nominated year level to plan and deliver social events for the parents in your year level; to help them get to know each other. Events may include family picnics or parent dinners etc.
- Working with the other social team members in your nominated year level to organise and deliver social events for the parents in your class, to help them get to know each other. Events may include family picnics, parent dinners, movie nights etc.
- As a social organiser, you are also most welcome to organise extra individual social activities for just your class (this is entirely up to you!)
- Ensuring the Class Reps in your year level are kept informed of the social activities being planned and utilising the classroom newsletters to inform parents and encourage their involvement in activities.
- Supporting and fostering a strong sense of the School as a 'community'.

Required skills of Year Level Social Team members:

- The role is accessible and manageable for parents who are in paid work or 'at home' parents
- Enjoy planning events and activities
- Sound knowledge of Microsoft word
- Class Reps are respectful of everyone's privacy and ensure that the confidentiality of teachers, students and parents is maintained at all times
- Friendly and reliable!

How to become a Class Representative or Year Level Social Team member:

Please email your expression of interest in the role to the Class Rep Program Co-ordinators, Julie Noonan and Toni Burton at [wnpsclassreps@gmail.com](mailto:wnpclassreps@gmail.com) by Friday 10th February. PLEASE DO NOT APPROACH TEACHERS DIRECTLY REGARDING THIS ROLE.

Please provide:

- 1) Your name
- 2) Your email address and mobile number
- 3) The name of the child and class name that you would like to nominate for
- 4) Whether you would like to be a Class Rep or Year Level Social Team member.

All nominations will be considered by the Schools Leadership Team and Reps will be notified early in Term 1.