

Parent/Carer Class Representative Guide



GREEN RIDGE
PRIMARY ACADEMY

February 2018

Introduction

Thank you for volunteering for the role as Parent/Carer Representative for your class. It is a wonderful opportunity to be a part of your child's education Green Ridge Primary Academy. As a Parent/Carer Representative, you are a valued member of our school community and your time and commitment are very much appreciated. The purpose of the Parent/Carer Representative is to help foster good communication in the school and to assist in the development of the school community. It provides another means of uniting the school community and enhances the quality of relationships within the school between teachers, parents and the children. Each class from Nursery to Year Six will have a minimum of one, ideally two, Parent/Carer Representatives. The function of the Parent/Carer Representative is not formally structured and is not meant to be an arduous task. While the Parent Representative team acts separately to the Parent and Teacher Association (PTA), they work within the PTA, and are encouraged to assist the PTA with large school events. Such events will be managed by the PTA Committee. As part of the Parent Representative role, parents are asked to attend the monthly parent forum meeting, led by the Headteacher at school to aid with communication.

Protocols of the Parent Representative

Paramount to the role of the Class Parent Representative is the understanding of confidentiality of the parents and/or carers, the children and the teachers within the school community. This role requires mutual trust, communication and a willingness to promote a harmonious environment for all. Primarily, the Class Teacher is responsible for the children in his/her care. The Parent/Carer Representative should direct all inquiries from parents to the Class Teacher or Headteacher.

Structure of the Parent Representative Team

A Class Parent/Carer Representative will volunteer for a particular class group for an academic year. Normally there is one Parent Representative for each class group, but it is recommended that there are two Parent Representatives for each class group. Working in pairs can be less daunting especially for new parents into the school community. "A job shared is a job halved" and it is always good to bounce ideas off each other and to cover for absences.

Confidentiality

The Parent/Carer Representative should at all times be respectful of the privacy of others. Green Ridge recognises and respects your privacy and is committed to protecting the privacy of all families. No family information will be disseminated unless permission is given by the family. The 'Class List' app/programme will be used for Class Reps to communicate with other parents/carers, but it is the responsibility of a parent/carer to sign up to this and give their information if they wish to communicate with other parents/carers in the class via this platform.

Role of the Parent Representative

The role of the Parent Representative can include, but is not limited to the following:

- Developing a working relationship with the Class Teacher by meeting on a regular basis to ensure all needs are being met;
- Once contact details have been provided by the school, welcome new families and assist them in getting to know other families and to feel part of the school community;
- Promote communication between the school and the parents/carers;
- Organise volunteers for large organised school activities;
- To liaise with other Parent Representatives when required;
- Organise family activities out of school hours. This provides an opportunity for families to meet each other etc.

Any delegation of jobs or tasks to parents needs to be followed up prior to the event and confirmed by the Parent Rep that what the Parent Rep has asked to be done is going to happen. This will ensure that no area is forgotten or overlooked. If people cannot fulfil their jobs or tasks, then a replacement can be obtained prior to the event happening. The Parent Rep will oversee

the event and fill in where need be. The final responsibility for any jobs or tasks rests with the Parent Rep.

Organised Whole School Events

The Parent Representative Group is the main line of communication and major support for enabling all whole school social events. Once events have been discussed and approved by the school, the Parent Representatives will act as a point of contact to provide a roster for volunteers or any other support that is needed. Examples of whole school events are;

- Sports Days
- Sports Events
- Class photographs
- School Trips
- Enrichment days

Photocopying Facilities

If you require any photocopying, please contact the Office to arrange a convenient time.

How to Begin the Year

Below are suggestions on how to begin the new school year;

- Introduce yourself to your class teacher. Have a meeting with them to discuss the specifics of your role and how you can work together;
- Once you have received the contact details for the families in your class, introduce yourself to your class families. You can do this by way of the attached "Parent Representative Introduction Letter" which is attached as Appendix 2.

Frequently Asked Questions (FAQs)

What specifically does a parent representative do for the parents?

- The parent representative encourages the parents to volunteer when needed – either for activities and events when requested by the class teacher.
- The parent representative passes on ideas/suggestions from the parents to the class teacher.

What specifically does a parent representative do for the teachers?

- The parent representative, at the request of the teacher only, arranges assistance via the parent class body in a manner needed by the teacher.

What specifically does a parent representative not do?

- Class representatives are not to be used to help other parent's express concerns about their own children. This should be done directly between the parents themselves and the class teacher.

How can the Parent Representative support the class and the teacher?

(not always being actively involved but providing the link to other parents that could help)

- Communication with class parents
- General in-class support as requested by the class teacher
- Encouraging parents to support school and class events
- Help with organising class parties and events
- Accompanying the class on trips or visits (or arranging others to do so)
- Helping with cooking activities and other practical activities
- Coming in to read a story- Foundation Stage and Key Stage 1 in particular
- Researching parents' expertise- people with particular skills e.g. sewing, speaking a foreign language, interesting jobs...
- Organising a working party for an outside area or 'in class' "tidy-up"

Appendix 1 - Example of Parent Representative Introduction Letter

Dear Year 1 Parents/Carers,

I wish to introduce myself and extend a warm welcome to you and your family. As the Parent Representative for your child's class, I help to foster communication within the school, and to assist with the development of the school community. This is another means of uniting the school community and enhancing the quality of relationships within the school between teachers, parents/carers and the children.

Please feel free to contact me if you wish to help in the classroom or if you require information on how you can be involved as a parent/carer at Green Ridge.

I look forward to meeting you at our first social function.

Yours Sincerely,

Parent Representative – Year 1

Phone ----- Email -----

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