



Class Parent Representative (CPR) **Role Description Policy**

POLICY DOCUMENT

Ratified by Staff: 2021

Ratified by Governing Council: February 2021

Review Date: February 2023

CPRs play an important role in our school community. Key aspects of the role include being an active liaison of communication between the school and parents and to support the teacher and class activities. The class teacher and the CPR will communicate regularly throughout the year to ensure all parents are informed about class and school matters.

Governing Council will support the CPR in their endeavours to engage with parents and carers.

STEPS

1. Week 3, Term 1
 - Acquaintance night – teachers outline Class Parent Rep role
 - Volunteer/s from parent group asked to fill role
2. Week 5, Term 1
 - Class Parent Rep get together – Leadership and Community Committee members to outline expectations and support offered to the role

KEY JOBS

- Organise 1 play date per term for the class
- Organise the class stall at the bi-annual Fete
- Welcome new families to the class throughout the year
- Link with the teacher/s as a support for class activities

COMMUNICATION

- Email groups only (no other forms of social media to be used)
- Blind Cc (Bcc) all families so that email addresses remain confidential
- All complaints to be directed to the teacher and/or Principal
- Before communicating with the class email group, contents of email to be approved by the teacher/s
- Not to be used for any other purpose (no promotion of business or any private information)

Thank you for helping our school to 'build community'.