



# Chapel Hill State School

## Class Representatives

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This role is a wonderful way to support your child's learning, their teacher, their school, and their P&C. It's a valuable opportunity to get to know the other families in your child's year by organising social occasions and coordinating communication with class parents about class activities, school events and information from the P&C. (Attending P&C meetings is not essential however you would be very welcome if you wished to).

You will be fully supported by the Class Parent Representative Facilitator, the P&C and the school Principal and Deputy Principals to answer any questions about the role, or help resolve any bumps along the way.

### Parent Commendations

***There are many advantages to being a class rep, including getting to know your child's teacher and getting to know the other parents and children through organising activities etc. It is a pleasure to be involved.***

Rachel S. 17 March 2014.

### Contact Details

#### Class Representative Facilitator

tba

#### Chapel Hill State School P&C

[pandc@chapelhillss.eq.edu.au](mailto:pandc@chapelhillss.eq.edu.au)

#### Deputy Principals

Janet Hoek

[jhoek1@eq.edu.au](mailto:jhoek1@eq.edu.au)

3871 4888

Tal Mitchell

[tmitc49@eq.edu.au](mailto:tmitc49@eq.edu.au)

3871 4888

#### Other school contact information:

Chapel Hill State School

PO Box 533

Chapel Hill Qld 4069

3871 4888

Fax: 3871 4800

[the.admin@chapelhillss.eq.edu.au](mailto:the.admin@chapelhillss.eq.edu.au)

[www.chapelhillss.eq.edu.au](http://www.chapelhillss.eq.edu.au)

#### P&C Association:

<http://chsspandc.org.au>

Meets 2<sup>nd</sup> Tuesday every month.

## 1. Purpose of this Handbook

This handbook aims to provide Class Parent Representatives (Class Reps) a role description, information about activities and contacts for Chapel Hill State School and the Parents and Citizen's Association (P&C). This handbook will also provide the opportunity for previous Class Reps to pass on useful information about activities undertaken to future Class Reps.

## 2. Class Representatives Role Description

The role of Class Rep is to promote parent involvement in our school community and facilitate communication. As a Class Rep you are a valued member of our school community and your time and commitment are very much appreciated. Some classes may endeavour to have two Class Reps to share the work load. There will be a Class Parent Representative Facilitator so you will not be alone!

## 3. Nomination and appointment of Class Representatives

Interested parents / carers can nominate for the role by nominating on the Class List issued to all parents at the start of term 1; or by emailing their interest to the Class Rep Facilitator (contact details at the start of this document) by the end of week 4, term 1. Where there are multiple nominations, the final decision will be made by the school. A maximum of Two Class Reps will be appointed per class by the start of week 5, Term 1.

## 4. Tasks and roles of a Class Rep:

- Be supportive of school staff and the whole school ethos – Respect Self, Respect Others, Respect the Environment.
- Collate Class List. At the commencement of Term 1, Teachers will distribute a Class List form for parents to complete their contact details and nominate their interests in school volunteering. Once completed by parents, the teacher will collect these forms, select the Class Rep and give all forms to the Class Rep to collate the data into a shared Class List (using the standardised template) for communication of class messages and organisation of events etc. Any nominations of interest in volunteering can be passed on to the Class Rep Facilitator.
- Encourage and provide opportunities for parents to be involved in school life. Support them and their family to feel that they are a valued part of their child's school community e.g. by assisting the school and P&C with fundraising events and helping the teacher in class if required.
- Organise opportunities for parents in your child's class to meet socially e.g. morning tea event, informal social gatherings such as a coffee morning at a local coffee shop or a class weekend play date in a local park.
- Meet with the teacher as necessary (weekly/monthly/once a term) to discuss class needs.
- Communicate with teacher and other parents regularly.
- Ensure that the organisation of gifts for teachers includes all class families and that gifts adhere to Departmental Guidelines.

## 5. Guidelines for Class Reps

### Coordination and Assistance for Class Reps:

The Class Rep Facilitator will coordinate meetings with a member of the School Executive and reps of the P&C to welcome Class Reps to their role. Further meetings will be negotiated and held throughout the school year as necessary.

The Class Rep Facilitator will notify Class Reps of planned meeting times and will try to choose a time that suits the majority of Class Reps. Notification will be via email. The aim of meetings will be to plan and coordinate class involvement in school activities, address issues/concerns that arise and possible solutions, and give Class Reps input to and support for the role they have undertaken.

### Communication

Communication will be very important in success as a Class Rep. Class Reps will need to communicate with teacher, other parents and the Class Rep Facilitator regularly. The Class Rep Facilitator will keep you informed via email. The school website will also be an invaluable tool.

The role as a Class Rep is to also receive information and communicate it back to the school or the Class Rep Facilitator. Please encourage parents to provide constructive feedback on any issues – but in doing so, ensure the conversations remain objective and based on fact.

It is also important that the dissemination and collection of information occurs in a timely fashion. Email is useful for this purpose. Class Reps may use their own personal email address to forward information, otherwise, if preferred, a free gmail account can be setup for this purpose. A suggested email for the Class Rep of 1B could be chsscpr1b@gmail.com. If you need assistance with this, please contact the Class Rep Facilitator and they can assist.

**Where group emails are required to be distributed, please ensure all email addresses are 'BCC' unless explicit permission has been given by parents to share email addresses.**

Communications from Class Rep's should be

- objective and factual
- addressed to all guardians
- related to school matters only
- CC'ed to the class teacher(s)

If a member of the class would like to advertise their business, promote a personal/external fundraiser or mention a Tupperware party etc, they should be encouraged to do this via personal contacts. The school and Class Parent Representative program **cannot** be seen to be favouring certain people, groups, charities, etc.

### Chapel Hill Spirit and Fundraising

Each year our community joins forces to raise funds for our school and to provide events which our children and families enjoy. Volunteers are an integral part of this process. Class Reps will provide a point of communication and encouragement for parents to participate in these activities. Signing up to support events as an individual can sometimes be a daunting task. Assist in bringing the class together, using a buddy system to volunteer for school and P&C events. Children love seeing their parents help at school. Seeing their parent's commitment promotes their own dedication to school tasks and activities.

### Confidentiality

As a Class Rep, other parents may discuss with you particular concerns/problems they have. If you feel there is a need to discuss anything further, please **ensure it is with the appropriate person**. Who that person will be, will depend on

the situation. It may be the teacher, the school Deputy Principals, your Class Rep Partner or Class Rep Facilitator. If it is of a **confidential nature** be sure to **maintain that confidentiality at all times**.

### Conflict

**Never try to resolve situations of conflict.** If you find yourself faced with something you're not sure how to deal with contact the teacher, Class Rep Facilitator or Deputy Principals for advice. Chapel Hill has a **Whole of School Anti-Bullying Policy**. There are no circumstances when bullying is acceptable and this applies to all students, parents and teachers. Further information about this policy can be found in the Parent Handbook on the Chapel Hill State School website.

## 6. What to do first

Once confirmed as Class Rep, there are a few suggestions on what to do to get started.

Talk with your class teacher to discuss the specific role to be performed for the class and make some plans.

### A Checklist to Consider

- Follow up with teacher for the class list with those families who were happy to share their contact details.
- If the teacher has not sent out forms to collate contact information, please contact the Class Rep Facilitator as there is a template for gathering this information.
- Welcome new parents to the school.
- Assist parents to get to know each other by organising social activities (e.g. a play at the park after school).
- Assist teachers with parent helpers in class activities and for events.
- Meet/email with the teacher regularly to discuss class needs.

## 7. Class Parent Representative Facilitator

The role of the Class Rep is supported by the Class Rep Facilitator. The Class Rep Facilitator's role is to:

- Organise and assist with recruiting Class Reps at the start of the year.
- Liaise with the school in relation to appropriate communication.
- Pass on appropriate communications to the Class Reps to be forwarded to your class list. This may include:
  - Reminders for events.
  - Calls for volunteers.
  - Key information from P&C meetings.
- Forward to the Class Reps any tips or suggestions for the role.
- Coordinate a meeting of all Class Reps each term to discuss the role and any ideas or concerns that can be shared with the group.
- Assist each Class Rep in their role and can be contacted via email throughout to discuss questions, concerns or suggestions.
- Operate as a sub-committee of the P&C, and work to encourage and provide parent assistance with P&C ideas, meetings and events.

## 8. Sources of Information

### Parent Information Handbook

The Parent Information Handbook is a valuable source of information. It covers a variety of issues from absence from school, behaviour management, daily needs as well as homework, parking around the school and how you can help out. It can be found on the school website in the Support and Resources section under [Forms and documents](#).

### School website

You can find the latest news, current and past newsletters plus links to key information such as the Tuckshop's current menu or Uniform Shop order forms at the school's website [www.chapelhillss.eq.edu.au](http://www.chapelhillss.eq.edu.au).

### P&C website and Facebook Page

The P&C website contains information about P&C activities. The P&C Facebook page is updated regularly with notices, reminders and useful information. Visit [chsspandc.org.au](http://chsspandc.org.au) or <https://www.facebook.com/Chapel-Hill-State-School-PC-133870583343525/?ref=settings>

### Weekly Newsletters

School Newsletters are emailed weekly. You can subscribe to the newsletter by emailing [subscribe@chapelhillss.eq.edu.au](mailto:subscribe@chapelhillss.eq.edu.au) (email can be blank).

### QSchool App

The QSchool mobile app is available for download to any iOS, Android or Windows smartphone. It synchronises with the schools website to provide news and events and even provides a great feature that allows you to save events to your calendar. For more information and download links visit <http://deta.qld.gov.au/about/app/qschoolsapp.html>

## 9. Further Information

Please enjoy your Class Rep role and know that your contribution is valued. It is a wonderful opportunity to experience close relationships, have fun and be a part of our warm and friendly Chapel Hill State School community.

We sincerely thank you for being a Class Rep and will endeavour to assist you wherever we can. Additional information and support can be accessed via the Class Rep Facilitator or the Deputy Principals.