



Class Parent Representative Team – St Francis of Assisi Primary School

Role Description – updated March 2018

- To be a support person and contact for families in the class. To welcome new families to the class at the beginning of the year as well as during the year, (Class Teacher to advise Class Parent Representative when a new family commences). This role can also be shared between 1 to 2 parents.
- Meet with the classroom teacher a couple of times a term to become familiar with changes and upcoming events if needed, and communicate to parent group through the Class Newsletter. Prepare information/invitation and email it to the class teacher to have it included in the class newsletter.
- If available, attend first day of school welcome/morning tea to support new parents and to display and encourage parent involvement in the school. (Particularly Foundation and Year 1/2 CPR)
- Attend a Parents and Friends Network meetings at least once per term, or arrange for a parent from your class to attend, this will enable a broad representation and input of parents across the school.
- Organise a social gathering (one or more) to encourage interaction between parents and students. With the earlier year levels (Foundation particularly) this would be class based. For the higher year levels, i.e. 3/4, this could include multiple class groups. This may be for parents to meet for morning coffee, or meet in the park on a weekend.
- Organise to thank the class teacher at the end of the year.
- The CPR should **NEVER** mediate between a parent or group of parents and the classroom teacher. All classroom / student concerns should be directed straight to the classroom teacher; secondly to the Principal if the concern has not been resolved.

New annual process for organising Class Parent Representative

- The CPR Team will work with the Principal to ensure all classes have a CPR organised each December for the following year.

Main Tasks

1. Visit the classroom and talk with the teacher during each term; find out about new families or class events/Liturgies
2. Organise morning tea donations for your class Liturgy or special event and organise helpers for the morning tea
3. Organise/invite families to a welcoming social event i.e. afternoon play in the park, dinner, morning tea catch up etc.
4. Support class with main school events such as the Country Fair and School Production/Nativity Play

Class Parent Representative Contact List

	Class Parent Representative	Email	Phone
Foundation			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			

School Contacts for further information

Jennyne Wilkinson
Natalie Pierce
Jane Tinkler

Principal
Deputy Principal
CEW Parent Representative

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