



WEST PYMBLE PUBLIC SCHOOL

Class Parent Roles and Responsibilities

Each year one or two parents are selected by the teacher for the role of Class Parent.

Class parents perform an essential role in liaising between the teacher and the parents, helping to make families feel part of the school and assisting the class teacher with tasks that are required throughout the year. Each teacher will have differing needs so this position will vary from class to class in its finer detail.

What does the Class parent do?

- Advise the office of your contact details for our Class Parent database as soon as possible.
- Communicate important information to class families from the P&C committee.
- Make a list of names and contact details of class families for the Friendship List.
- Support your class teacher as required.
- Organise social activities for class families.
- Class parents from different cases often work together to help organise joint social activities.
- Assist with the organising of a class artwork for the P&C Trivia night and other fundraising events.
- Attend P&C Meetings occasionally.

Things to consider when acting as Class Parent

- The cultural diversity of families in the class.
- Family and work commitments of parents in the class.
- The diversity of carers.
- The ability of some parents to speak English confidently.

Suggestions for Class Parents

- Actively attend and participate in P&C Meetings. It's the best way to find out what is happening at school.
- Network with other class parents – find out what has been done in the past – don't reinvent the wheel.
- Identify a person of non-English background who can share the role with you.
- Use established friendships to promote your activities.
- Guide families to the office or class teacher if the translation of important messages is required.
- Vary the activities you organise – different times, different places to allow for maximum family participation.
- Make sure you encourage parents with little or no English to attend functions – it can be very scary to turn up without someone you know.
- Ask bilingual parents to encourage other families of the same language background to come to activities.
- Try to contact people you don't know before an event and encourage them to attend.
- Organise events that help showcase your class diversity.

Drafted by:	B Wilson	Approved by:	Executive and P&C	Review:	Executive and P&C
Date:	June 2019	Date:	March 2020	Date:	June 2022