The Role of the Class Representative

Being a Class Rep is an enjoyable way of becoming involved in the school community. The Class Reps play key roles linking Parents’ Club, the class teacher, and the parents within their class group. A Class Rep position may be shared by several parents. The position of Rep is held from around the beginning to the end of the school year, and Reps may be called on to support some whole school activities in the following year until March, when the new positions are officially filled.

Teacher Liaison and Classroom Assistance

Following are some tasks that a Class Rep may be required to undertake. Each teacher will have his/her own style of working, and may not require help in all of the following areas.

- The Class Rep may be asked to organise rosters and volunteers for classroom activities, excursions, school concert, or other class events.
- The Class Rep should ensure that all parents are familiar with regular social service activities, donation drop-off points within the classroom, and material requests for classroom activities.
- The integration of new school families into their classes should be assisted by the Class Reps. This important service can help new families to feel welcome, and to transition well into the school community. Parents’ Club has two New Family Welcoming Officers, and they will liaise with the appropriate Class Rep(s) when a new student arrives at the school, to provide a warm welcome, introduction to other families in the class, and familiarisation with the school environment, practices and protocols.

Parents’ Club Membership

- Parents’ Club meets once a month in the school staff room at 9.10am, and a Class Rep from each class is required to attend. These meetings provide valuable information about activities Parents’ Club is running and proposing, and a forum for Class Reps to give feedback to Parents’ Club.
- Class Reps assist the running of various Parents’ Club events, for example Preps’ orientation visit, Grandparents’ Day, School Disco, social events, and fundraising events. This may involve asking some parents to provide plates of food, or sourcing parent volunteers to help at an event. It is important to note that it is the Class Rep’s job to find people willing to participate in these ways, not to do all the work themselves.
- The Vice President reports to the Parents’ Club Committee on behalf of the Class Reps. The Class Reps are encouraged to make the Vice President aware of class activities planned, and general business they want raised at meetings. Class Reps are also welcome to voice their own opinions and topics, and the Vice President can support them in doing so. If any Class Reps are unable to attend a meeting, they should provide their apologies and any reports to the Vice President beforehand.

Class Social Events
• A few social events for the parents of each class should be organised by the Class Reps. These may include a morning tea, a family picnic, or an evening event such as a dinner out. A casual get-together once a term is ideal. These activities can help parents to get to know each other, and to feel more involved in their class group.

*Sick Bay Laundry*

• Class Reps are rostered to organise for the Sick Bay bed-linen to be changed and washed. This roster is distributed to Class Reps early in the year, and is also posted inside the cupboard door in the Sick Bay. Each class will usually be rostered once or twice per year. There may be times when Class Reps will be asked to assist with additional Sick Bay washing.

Please contact the Parents’ Club Vice President for any further information regarding the role of the Class Representative.