



**Glen Waverley South  
Primary School**

Cnr Whites Lane & Watsons Rd  
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# Class Parent Representatives **Information**

**R.E.S.P.E.C.T.**

Relationships Excellence Support Passion Engagement Choice Trust & Honesty



## CLASS PARENT REPRESENTATIVES

# Information

### Introduction

Class Parent Representation provides a fantastic opportunity to be a part of your child's education as well as our wonderful school community. As valued members of the school community, your time and commitment are much appreciated.

This important role of the Parent Representative (PR) involves being a liaison between your child's class teacher and other parents within the class and also the school community at large. You will enhance good communication within your child's grade, while also assisting in the development of the whole school community.

Please note that the role of the PR is not formally structured and is therefore not meant to be a time consuming or demanding task.

### Confidentiality

A PR role involves understanding how GWSPS recognises and respects the privacy of all its community members, and a firm commitment towards protecting the confidentiality of the parents and/or carers, the children and the teachers within the school community. Additionally, this role requires a firm commitment to encourage a harmonious environment for everyone within the community, based on mutual trust and respect.

### Structure

Each Level from Foundation to Level 6 will have Parent Representative (PRs), who may volunteer their time for a whole/pre-arranged period for the calendar year. Ideally there will at least 2 PRs for each level (to cover when parents are not able to assist at some point, or when assistance is needed to discuss the best way to approach a task, especially for parents who are new to the school community).

### Role

The main roles of the PR include:

- Organise social activities outside of the school environment, to provide families an opportunity to get to know each other. It is suggested to do this at least once each term and can include: a new family catch-up or even a casual meet at the local park if possible. This helps new families get to know each other and fosters a feeling of connectedness. Communication for these activities can be done informally through level WhatsApp groups or word of mouth (whichever works best for your level community).
  - **Please note that these informal events are organised strictly by the parent community and is not associated with GWSPS (the school), its Principal, Assistant Principal, staff or its School Council.**



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- Welcome new families to the school and assist them in getting to know other families and to feel part of the school community. This may include showing them important areas around the school – the school office, lost property tubs, second hand uniform shop area, OSH, oval and student/ visitor toilets to name a few.
- Liaise with the other PRs within their year level to coordinate their allocated parent community events, with support from the families within their year level as needed.
- Liaise with the other Parent Representatives to assist with finding willing parents to assist with Working Bees as needed.
- Liaise with the school to find helpers for community events like fresh fruit distribution for the whole school.
- Assist with finding helpers within the community for various whole school events like laminating, getting Kinder showbags organised, preparation and occasional running of fund-raising events, sports carnivals, working bees, whole school production assistants, cooking/ STEAM activities, Pancake Day, library assistance covering books, excursions, reading hour for guided reading from F-2, swimming, graduation committee, Education week support, Christmas/Easter hamper packing etc.
- Develop a working relationship with their class teacher by communicating regularly to ensure all classroom needs are being met. For e.g. STEAM project related supplies from families where needed.
- Advise the Assistant Principal of those requiring possible assistance with community special events or condolences within the community.
- Invite level parent community members to attend a meeting once every term to discuss issues relevant to their child/children's schooling, as well as keep everyone aware of any major events within the school (relocation dates, production dates etc. as well as any important updates from the Assistant Principal as needed).

## What the Class Parent Representative is NOT Responsible For

While the Parent Representative is a contact between the class teacher and the parent community, the PR **does not** represent the teaching or management staff within the school. If a parent has any concern with matters regarding their own child's education, wellbeing or safety, the PR should advise the family to raise this concern directly via the school office to their child's class teacher and/or the Assistant Principal.

## Class List

Class Lists are central to supporting communication with and between the class families. These are updated and distributed by the school office once a term. While communication between parents foster a strong school community, please be advised that this parent-to- parent communication is not managed or overseen by the school management or staff.

## Communication Protocols

PRs may use any collectively agreed form of communication, i.e. WhatsApp messenger, text messages or email as needed, to share level specific information with families within their level. Please remember to use the BCC (Blind Carbon Copy) function when these emails are sent. This prevents parents replying to everyone when they have a specific query and limits unnecessary chain emails. Depending on individual needs within the year level, communication/information shared as well as frequency may vary from time to time based on the needs of the level.

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As not all parents may communicate back via email regularly, it is important that everyone still has access to classroom communication. It is therefore important to find the best mode of communicating based on the information. Please note that community organised events outside of the school must state that it is not a GWSPS School based event, nor is it associated with the Management, Staff and School Council. You may copy and paste the following line below if needed –

**Please note that this event is organised strictly by the parent community within GWSPS and is not associated directly with GWSPS (the school), its Principal, Assistant Principal, staff or its School Council.**

To foster a sense of community and to avoid any misunderstanding between members of the parent community, it is advisable to have a set of guidelines for communication for everyone to follow – these can be sent to all parents initially, so that everyone can have the same understanding of the rules when communicating with others within the community. Some of these are

- Please keep all communication polite
- Be courteous and respectful when asking/ replying back to a question asked (and answered)
- Understand and appreciate that others may have an opinion that may be different from yours
- Please understand that some parents may not access information regularly and therefore may need to ask a question that has already been asked.
- Please refrain from any discriminatory or demeaning behaviour, we are all in this together to find the best way possible to make our school communication better
- All suggestions to improve communication and processes may be directed to the PRs who can relay this information to the Assistant Principal during our Term meeting.

## Parent Community Support Requirements

At the start of each school term, a term schedule is published, which lists all planned events that require PR support in order to be successful. As events may be allocated across school year levels, each PR will be sent this list based on need, this can then be coordinated by the PRs of *that* year level.

For each event, PRs will be provided with instructions detailing the activities and assistance required. PRs are encouraged to find other parent volunteers from their own class pool to assist. This may be asking parents to assist on the Mothers/Father's Day stalls, help with making costumes/ props for whole school production, assisting with supervising the school Disco or even assisting with sport carnivals. The PRs should ideally rotate willing parent helpers so that everyone within the school community is able to contribute to all school activities.

## Working Bees

A Working Bee is when the school is looking for volunteers to assist with general assistance around the school. The school will put a call out for Working Bees as and when needed mainly through the Compass portal. PRs might have a pool of parent helpers who are willing and may be able to assist the staff at various times in the year. Some generic examples of a Working Bee are gardening, clearing, watering plants or even help with the annual moving of classroom furniture across classrooms and the school grounds.

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