



# CLASS REP PROGRAM

## INFORMATION FOR CLASSES

Moggill State School is proud of its strong positive community spirit amongst parents, teachers and children, and encourages the active involvement of families in the functioning of the school. The aim of the Class Rep Program is to support the classroom teacher in keeping parents informed about school and class activities.

### Class Rep Role:

- Support the teacher.
- Act as a liaison between the classroom teacher & families for the class.
- Encourage families to be involved in the School community eg: volunteering in the classroom, tuckshop, Mogganza and other school events.
- Create an atmosphere of cooperation, optimism, support and care.

### Class Email Groups:

How Email Group Works:

- Class Rep sends email using group email address (setup by MSS).
- Emails are sent to all parents, teacher & CLO (personal email addresses are not displayed).
- All responses are sent to everyone in that group automatically (personal email address may be seen).

Class distribution lists shall not be used for:

- Specific issues about children\*;
- Things that happen in the classroom\*;
- Concerns regarding teacher\*;
- Promotion or marketing of businesses/sales (eg: Tupperware parties, DoTerra, business advertising and the like).

\* *These concerns should be discussed with the Teacher and/or Principal.*

### Email Etiquette:

Key points to consider before emailing:

- Is it positive and helpful?
- What you email is a direct reflection of who you are.
- Be a good role model.

### Confidentiality:

- Email lists will not display any personal email addresses of class families (unless a parent replies).
- A family's contact details must not be disclosed to other families without their permission.
- Class distribution lists should only be used for school matters.
- **Specific issues about children should be addressed directly with the class teacher by individual families. A teacher is unable to talk about other students or families with a Class Rep.**