



CLASS REP HANDBOOK

A Guide for Class Reps

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. Moggill State School has a Class Representative program. The aim of this program is to support the classroom teacher in keeping parents informed about class and school activities. A focus of the role is to create an atmosphere of cooperation, optimism, support and care.

Thank you for volunteering to be the Class Rep for your child's class. The Class Rep is an important role in the school community and your time and effort is greatly appreciated.

Class rep purpose:-

The purpose of Class Reps is to support the teacher and act as a liaison between the classroom teacher and families for the class, encouraging them to be involved in the School community.

The Admin Team and Community Liaison Officer shall:-

- Advertise for and assist the teacher in appointing a classroom rep for each class at the beginning of the year.
- Prepare and maintain each class contact list and provide a copy to the nominated Class Rep.
- Setup email groups for each class.
- Provide a full list of Class Reps to the Principal, and to the Class Reps themselves.
- Meet with the Class Reps at the start of the year to outline duties and expectations and to share ideas (induction)
- Liaise with the P&C to assist in the communication between them and Class Reps when their assistance might be needed.
- Be a contact person for the Class Reps, meeting informally once a term and providing assistance when required.

Appointment of class reps:-

Requests for each Class Rep position will be advertised in the school newsletter and social media. A nomination form will be available in the school newsletter at the start of the year and on the school website. A ballot process in consultation with the Admin Team and Class Teachers to choose the Class Rep will occur where more than one volunteer has nominated. More than one person may fill the position to share the role and support each other.

Tasks of class reps may include:-

- Be a contact for new families.
- Request parent/carer help within the classroom or for special excursions or events.
- Arrange class social events to help families get to know each other.
- Collect resources from families for class activities/learning themes and topics.
- Update class families via email on a regular basis on happenings within the class and the school.
- Celebrate student successes.
- Inform parents about QSchools app for general purposes.
- Provide information at the beginning of year to families regarding school and class expectations, eg: library days, sports days etc. how to contact teacher, expectations of kids eg read 15 mins a night etc.
- Encourage P&C involvement.
- Fundraising (P&C) communication/ask parents for help.
- Occasional insert into newsletter eg. what's happening in X class.



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Class rep characteristics:-

- Supportive of the class teacher.
- Cooperative and interested in school activities.
- Available to use initiate and delegate tasks where possible.
- Able to keep matters confidential at all times.
- Reliable, friendly and non-judgemental.

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.

Class rep meetings

At the beginning of the school year, 2-3 meetings may be required to ensure you are well supported and setup. Thereafter they will be held informally once per term. This is an opportunity to discuss any issues relating to the role and to share info about upcoming school events and class/year level activities. Attendance will include one or more members of the Admin Team.

How to begin the year

1. Nomination (week 1) and selection (week 2) process.
2. Attend Class Rep induction training (week 3).
3. Introduce yourself to the class teacher (week 3).
4. Organise a meeting with the teacher to discuss how you can work together (week 3).
5. Introduce yourself to the families in your class (week 3/4).
6. Send out an email to class families to advise of Class Rep email group (families can choose not to opt in) (week 4).
7. Send out notifications as requested by the teacher.