

# WHAT DOES A CLASS REP DO?

Being a Class Rep is an enjoyable way of becoming involved in the SKPS community. The Class Reps play a key role in linking the class teacher and the parents within their class group.

Being a Class Rep is a great way to get to know other parents in the school and to make new friends. It is a relatively easy task, does not require a significant amount of time and two parents can share the role for each class.

New parents are especially recommended to consider taking up this role. It is a great way to meet all the families in your class, and being involved in the school helps to settle into the new environment.

## CLASS REP - KEY ACTIVITIES

### 1. A CENTRAL POINT OF CONTACT

Class Reps play a very important role in:

- being a liaison between the classroom teacher and parents/carers – this may include sending out information about class-specific activities, finding volunteers for excursions, etc
- helping to direct parents/carers to resources including SKPS website, blogs, Konnective and policies
- encouraging families to be active members of the SKPS community

### 2. MAINTAINING A CLASS CONTACT LIST

A key responsibility of a Class Rep is to create and maintain a parent/carer contact list for your class. Parents and carers in each class will be asked to provide their contact details, and each Class Rep is requested to type this information up and distribute the list to all parents and carers on the list

Suitable templates for collecting this information (along with privacy requirements) will be provided to assist Class Reps in this activity.

### 3. ORGANISING CLASS SOCIAL EVENTS

Another key role is to organise a social event (or events) for your class. Having an event, particularly in the early part of the year provides a great way for parents and carers to get to know one another or to reconnect.

### 4. COMMUNICATIONS FROM THE PRINCIPAL

From time to time there will be communication from the Principal or Assistant Principal that needs to be forwarded onto all parents via the Class Contact Email Lists.

An induction session will be held at the beginning of the year for all Class Reps. Class Reps will be provided with a range of supporting materials including a checklist with a list of the activities that need to occur each term.

Email [st.kilda.ps@edumail.vic.gov.au](mailto:st.kilda.ps@edumail.vic.gov.au) with your name and child's class to register your interest.