

# **SOUTH YARRA PRIMARY SCHOOL CLASS REPRESENTATIVE POLICY**

## **Rationale**

South Yarra Primary School encourages the active involvement of parents and guardians in the functioning of the school.

## **Aim**

To enhance the school environment, community and programs through the voluntary contribution of parents/guardians.

## **Role of Class Representative**

- Update and re-circulate the Class Contact List as necessary throughout the year.
- Assist with welcoming new families into the school community.
- Assist with promoting and organising opportunities for parents/guardians to socialise.
- Assist the class teacher when required.
- Assist with and encourage the support of all SYPS events, including fundraising.
- Provide class parents/guardians with information as requested by PFA.

## **Purpose of Class Contact List**

The Class Contact List is:

- to be used by families within each class to facilitate connections between students and families
- to be used by the Class Representative to provide information to class families in accordance with the Class Representative's role and duties (as set out above)
- **NOT** to be used for commercial, marketing or advertising purposes, or to air personal issues or agendas
- **CONFIDENTIAL** and the details contained within it must only be used for the purposes set out in this policy.

## **Implementation**

- Nominations are received by the Class Representative Program Coordinator.
- If expressions of interest are not forthcoming, the Class Representative Program Coordinator may approach parent/s and guardian/s within the class for assistance.
- The role of Class Representative can be shared.
- Once the role of Class Representative is settled, the Class Representative is to perform the role as outlined in this policy.
- A copy of this policy is to be attached to the Class Representative nomination form to ensure would-be applicants are aware of the relevant responsibilities.

## **Special note regarding Class Contact List**

The Class Contact List must include the following reminder: **"This Class Contact List is provided to class families only and must be treated as confidential. Details on this list are to be used only by**

**parents/guardians to facilitate connections between students and families. These details must NOT be used for any commercial, marketing or advertising purposes, or to further personal agendas or issues”.**

Considering our legal obligations and commitments to child safe environments and the Child Safe Standards, South Yarra Primary School requires all class representatives to be compliant with suitability checks, including a Working with Children Check, as clearly outlined in the **South Yarra Primary School Volunteers Policy**.

#### **Evaluation**

- This policy will be reviewed as part of the school's three-year review cycle

**THIS POLICY WAS NOTED BY SCHOOL COUNCIL IN FEBRUARY, 2020.**