



# *OLR Class Parent Program 2015*

The OLR Class Parent Program consists of 34 volunteer parents across the school. There is also a Class Parent Coordinator who facilitates communication between the Class Parents, school principal and the school P & F. We also ask that one of the Class Parents per class be in attendance at each P & F meeting.

The primary aim of the Class Parent role is to:

- ❖ communicate a sense of welcome and care to parents and children within their grade/class.
- ❖ enable parents to get to know each other within and across the grades .
- ❖ enhance communication between parents and teachers.
- ❖ organise simple and fun social/connecting functions to support the above

All activities should require minimum organisation and be “no fuss” activities that are inclusive of all.

We are requesting expressions of interest for the Class Parent roles for 2015.

Later in the term, the Class Parent Co-Ordinator will liaise with the School Principal and the Class Parents to plan a calendar of events for the year.

What exactly is required of a Class Parent?

The specific expectations of the Class Parent role are detailed over the page.

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## **EXPRESSION OF INTEREST TO BE A CLASS PARENT**

Name: \_\_\_\_\_

Class Volunteering for: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

PLEASE COMPLETE THE ABOVE SLIP AND RETURN IT TO SCHOOL BY MONDAY 9<sup>TH</sup> MARCH.

# ***CLASS PARENT ROLE DESCRIPTION 2015***

The role of Class Parent is reasonably simple and designed to accommodate all volunteers. The following broad areas need to be covered:

## **Class / Grade Social Activities – it is suggested that the Class Parents organise:**

- ❖ One parent social activity per grade per semester/half year, or as suited to the grade. This should be a simple, easy activity eg dinner, BYO functions, coffees, morning teas, walk. Always ensure activities involve evening and day opportunities, are fun, easy and cheap for inclusive involvement of all families.
- ❖ One child based social activity per grade per semester/half year, or as suited to the grade eg park afternoons, bike activities, picnics.

## **Working with class teachers – class parents are encouraged to:**

- ❖ Make a time in Term 1 and discuss appropriate support according to class teachers needs
- ❖ Welcome new children and families to the class.
- ❖ Liaise with Class Parent Co-Ordinator to plan a special activity for International Teacher's Day (October)
- ❖ Organise a card and chocolates (available at the school office, provided by the P & F) for the teacher's birthday. Class Parents do not collect money or purchase gifts on behalf of the class.

## **Class Parent Introduction (Term 1)**

- ❖ The Class Parents introduce themselves via a letter to all families. To assist with ease of communication, the letter will ask parents to provide email contact details on a confidential basis, as well as an overview of activities for the year. (sample letter will be provided). All notes MUST be approved by the School Principal before distribution.

## **School Functions**

- ❖ Class Parents provide a channel of communication to promote activities through the class. They are NOT expected to attend all functions but are expected to encourage parent involvement in such functions.

## **Parent Community Team Responsibilities**

- ❖ One of the Class Parents from each class will be asked to attend PCT meetings to assist in the communication of important information to Class Parents.

## **Confidentiality**

As a Class Parent you will probably be an “ear” to some issues – but you are not an advocate for parent's concerns.

**Confidentiality of all members of the School Community is respected. The teams operate on the premise of genuine respect and trust for each child and adult in the OLR Community.**