

Parent Involvement Form



TINTERN
GRAMMAR

90 Alexandra Road Ringwood East Vic 3135
tintern.vic.edu.au 03 9845 7877

Parent Representatives and Volunteers play an important part in the life of our school. Each year we invite parents to become involved in activities which interest them and provide an opportunity to work with other members of the school community.

What is a Parent Representative?

Parent Representatives are a vital link between parents at each year level. Every year level will have at least one representative who will make themselves known to the parents in their year level. Assisted by the Community Relations Office, the primary responsibility of the Parent Representative is to co-ordinate parent year level functions. This may include parent dinners, coffee mornings or movie nights which can be arranged at any time throughout the year.

The Parent Representatives should meet all parents in their year level and endeavour to stay in touch. Should a new family arrive during the year, the Parent Representative is asked to make contact with the family, invite them to have coffee and to meet the Presidents of our parent groups.

The committee Presidents may call upon the Parent Representatives to assist with sourcing volunteers for events or activities. The Community Relations Office might, on occasion, call upon Parent Representatives to assist in the promotion of an event or activity through the distribution of flyers, posters in the classrooms or word of mouth.

If a Parent Representative is approached by a parent with a concern or complaint, the Parent Representative should direct them to the relevant Head. It is not the responsibility of the Parent Representative to act as a conduit for parent complaints and issues. Parent Representatives will be supported and guided by the Community Relations Office and Presidents of our parent groups.

School Community Volunteers

We know that most parents lead busy lives but occasionally some have time to spare and are happy to assist with activities such as general office duties; counting money, preparing banking, data entering, wrapping gifts for the Mother's and Father's Day

Stalls, meeting and greeting visitors on Open Day, helping set-up for events, delivering leaflets advertising school activities, or helping in the library. If you would like to have your name and contact details placed on the School Community Volunteer Register please complete the form below and we will contact you.

Pre Requisites

You must hold a current Working with Children card to be a volunteer at Tintern Grammar. A volunteer application is free and can be completed online at: <https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>

A copy will need to be provided to the school.

Appreciation

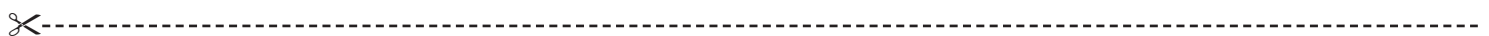
The work that Parent Representatives and Volunteers do for the school is highly valued by the School Board, Principal, staff and students. Parent interest and involvement in the life of the school has a very positive effect on our students. We thank all the parent representatives and volunteers who give so generously of their time and talents.

Being a Parent Representative or a School Community Volunteer is a great way to meet other parents and make a positive contribution to your child's School experience.

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COMMUNITY RELATIONS DEVELOPMENT MANAGER

**Become
a parent
representative
or community
volunteer**



Return To: Community Relations Office, PO Box 26, Ringwood East Vic 3135

Phone: 9845 7877 **Fax:** 9845 7712 **Email:** CommunityRelations@tintern.vic.edu.au

TINTERN GRAMMAR PARENT REPRESENTATIVE AND SCHOOL COMMUNITY VOLUNTEER PROGRAM 2016

I/We would like to volunteer for **Year Level/Form** _____ as a Parent Representative for 2016 and/or
 a School Community Volunteer

I have a current Working with Children Card I have applied for a Working with Children Check

Name 1: _____ **Name 2:** _____

Phone or Mobile: _____ **Phone or Mobile:** _____

Email: _____ **Students Name(s):** _____

I am happy to help with: _____
