



TINTERN

GRAMMAR

GUIDELINES FOR PARENT REPRESENTATIVES

The role of a Parent Representative

The role of the parent representative is to act as liaison between parents and to assist in informing parents about activities being planned either by the school, the school community groups or within the year level.

In all areas of the school, Parent Representatives organise class or year level functions to provide parents with the opportunity of meeting together in a relaxed and sociable atmosphere.

In the Junior school, parents are more actively involved in day-to-day class activities such as helping with reading, excursions and the like. The parent representative can assist the teacher by helping to contact parents so that they may be part of a planned program.

Parent Representatives also assist the Parent and Friends groups by encouraging class involvement in the various functions organised by these school associations.

Parent Representatives are supported by a volunteer parent rep coordinator, who is available to answer all your queries and guide you through the role.

Parent contact details – family directories

Class Lists are an important tool enabling Parent Reps to make direct contact with parents. As the school administration is not permitted to release this information without the consent of parents, parents are asked if they will give their approval for this information to be made available to others. This consent forms part of the 'Student Update' form distributed at the end of each school year. A year level directory is compiled for distribution using the permission and data collected. If using these lists to bulk email other parents please use the blind copy (**BCC**) feature as it restricts unsolicited spammers and protects those who are feeling sensitive about their privacy. Directory guidelines accompanying the class lists must be strictly adhered to.

Organising a function

Venues

The choice of venue is decided by the Parent representative organising the function. Venues may include a private home, café, restaurant or park etc. The School is unable to support any request to use the school facilities after hours in a non-school initiated event. This causes a variety of implications for the School in relation to adequate supervision of children attending the event and access to all areas across the school, particularly the use of facilities, unlocking of buildings, insurance and risk planning.

Year level invitations and notices

The Community Relations Office is here to help you organise your social event. It is highly recommended you run a few different dates through the office so the school calendar can be checked for any clashes. Once a date and venue has been decided upon, any news or information regarding Class Functions may be placed on the School Portal and in the Community Page which is issued periodically with the Principal's Newsletter. Junior school notices are usually most effective via the record book and the secondary school is best with an email. The Community Relations Office is able to email on your behalf if that is your preference.

Secretarial support, Photocopying etc.

Items to be photocopied should be handed in to the Community Relations Office or the specific school office ie Junior school office. The Community Relations Office is happy to assist parent reps with the organisation of a function or preparing invitations and notices. Please phone the Community Relations office on 9845 7877 if you have any queries about producing notices.

Parent Representatives and the School Community Groups

Parent Reps are encouraged to gain support for the activities and functions organised by the Parents Associations and Friends groups. Word of mouth and personal encouragement does make a difference to the numbers attending these functions. Many parents are reluctant about attending a function if they feel that they do not know anyone. Organising a "class table" helps to break down the barriers.

Parent Reps and the School Fair: It is **NOT** expected that the Parent Representatives organise the Year level stall or activity for the Fair unless they are happy to do so. It is hoped, however, that they will assist by encouraging other parents in the Year level to participate and/or take on the role as stall convenor. The more parents willing to be involved in a small way, the better.

Queries

Should you have any queries about the Parent Representative Program do not hesitate to contact Mrs Di Lacey in the Community Relations Office on 9845 7877 or the Parent representative coordinator, Mrs Jessica Adam on 0423 223 296 or email jessicaladam@gmail.com

Appreciation

The Parent Representative system at Tintern Grammar is very highly valued by the School Board, Executive and staff. Parent interest and involvement in the activities of the school can only have a very positive effect on the students. We thank all the parent representatives who give so generously of their time and talents to encourage other parents to participate in the activities held at the school.