



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 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 social atmosphere.

Parent Representatives are valued volunteer members of our community and their time and commitment are very much appreciated by the School.

Year Levels from our Early Learning Centre to Year 12 should have at least one Parent Representative. The role is voluntary, has no formal structures and is not meant to be an arduous task.

How do Parent Representatives assist our community?

Our Parent Representatives:

Help build a Year level community, and provide connections and networking opportunities for families through social activities e.g. informal social gatherings such as a coffee mornings at a local café or home, BBQ's in a local park

Welcome new families and assist them in getting to know school families. The School will notify Parents Reps when new families have commenced.

Meet with Year level coordinators as necessary (monthly/once a term) to discuss year level needs.

Encourage families to attend school and community functions working closely with the Tintern Parent Group (TPG) and other school community groups.

Parent contact details – family directories

So that Parent Representatives can engage and organise activities for their Year Level, Tintern Grammar will provide a Year Level Class List to the Parent Representative and all families in that Year level (up to Year 7) at the start of the school year.

Class Lists (Year level directories) are an important tool enabling Parent Reps to make direct contact with parents.

Confidentiality

Parent Representatives are respectful of the privacy of others. Tintern Grammar recognises and respects every individual's privacy and is committed to protecting the privacy of all families. *No family information may be distributed unless permission is given by the family.* The School administration cannot release this information without consent of parents, which is collected from the 'Student Update' form distributed at the end of each year. The Class list is then distributed using the permission and data collected. When 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. Parents and guardians should follow the directory guidelines accompanying these class lists.

Organising a function

Venues

The Parent Representative organising an event chooses the venue. Venues may include a private home, café, restaurant or park etc.

Unfortunately, the School is unable to support any request to use the school facilities after hours in a non-school initiated event. This creates an assumption of School supervision and responsibility that 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

Social events are largely run and organised by the Parent Representative and their volunteers. Dates for events/activities should be advised to the Administrative Assistant in the area of the School. ie. Junior Girls, or Junior Boys, Middle School or Senior College. Once the date is checked against the School Calendar (to avoid event clashes) you may advertise your Class Function on the School Portal and in the Community section of 'Aspectus' which is issued fortnightly. You can also email your event notice, using the BCC function to protect privacy. Junior School and Early Learning Centre notices are usually most effective through hard copies via the record book and the secondary school is best with an email.

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 to attend 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 for Parent Representatives to organise the Year level stall or activity for the Fair unless they are happy to do so. You are encouraged to 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.

Child Safe School

Tintern Grammar is a Child Safe School and all members of our Community should be aware of our Child Safety Policy and Child Safety Code of Conduct.

Child Safety Statement: Tintern Grammar

- has zero tolerance for child abuse
- actively works to listen to and empower children
- has systems to protect children from abuse, and will take all allegations and concerns very seriously and responds to them consistently in line with the organisation's policies and procedures
- is committed to promoting physical, emotional and cultural safety for all children
- is committed to providing a safe environment for all children

Queries

Should you have any queries about the Parent Representative Program do not hesitate to contact the Administrative Assistant responsible for your area of the School.

Appreciation

Parent Representatives are appreciated and respected members of the Tintern Grammar community and we value their commitment to our School and we look forward to working with you to build a welcoming, thriving community!