

CLASS PARENT REPRESENTATIVE*

Being a class representative is a wonderful way to be part of the Our Lady of Mercy (OLOM) School Community. Being a parent rep is a great way to stay connected with the school, fellow parents and the students in your child's class. You can become the parent rep on your own or you may like to pair up with another parent. Either way, it should not take up too much of your free time. *As a valued member of our community your time and commitment is very much appreciated!*

Things the Parent Representative Can Do:

- ☑ Welcome new families into the school, help them get to know other parents and feel part of the community.
- ☑ Collate a list of all the parents and their contact details to circulate to the class (this must be done via a special request to parents).
- ☑ Liaise with the class teacher and organise assistance from other parents when needed. For example, they may be collecting scrap materials for an art project; they may need assistance coordinating helpers for class excursions, masses and liturgies, etc...
- ☑ Encourage parent involvement in the life of the school, e.g. school disco, P & F Sundowner, the art show, attending assemblies etc...
- ☑ Support the school vision and be an ambassador for the school in the wider community. Word of mouth is a strong promotional vehicle for our school.
- ☑ Keep informed about what is happening within the school and support the school policies and practices.
- ☑ Provide constructive feedback to the school via meetings with the teacher, assistant principal or principal
- ☑ Support our P&F community when needed by helping them find parent helpers for special events such as Sports Carnivals, School Disco night etc... Correspond with the P&F when they make contact with you and pass messages onto parents.
- ☑ If possible, organise one social gathering a term, e.g. play & picnic at the park straight after school, etc...
- ☑ Encourage parents to follow school protocol when dealing with issues and grievances
- ☑ We strongly encourage our parent representative to attend P & F Meetings at their convenience. ***It is not necessary to attend every meeting but you are welcome at all of them.*** These are held on the **last Thursday of every month at 7pm.** Check the school newsletter for further details.

Things the Parent Representative Cannot Do:

- Send letters or communication out to parents without school approval
- Breach confidentiality
- Be counter productive to the ethos and culture of the school
- Make decisions without consultation with the school Principal

If you wish to volunteer, please speak to your class teacher as soon as possible.

A morning tea will be held early Term 1 for you to come and meet with the P&F president and learn a bit more about major events.