



Parent/Carer
Class Representative Scheme

PLEASE NOTE:

WITHIN THE CONTEXT OF THIS DOCUMENT THE TERM "PARENT"
REFERS TO ANY PERSON WITH PARENTAL RESPONSIBILITY / DAY TO
DAY CARE OF THE CHILD.

1. **AIMS OF THE SCHEME**

- To develop and extend links between home and school.
- To offer parents the opportunity to develop greater understanding of their child's education and school life.
- To offer staff the opportunity to gain a greater understanding of parents' needs and perception of their child's education and school life.
- To enable parents to take an active role in their child's education and school life.
- To assist in maintaining a successful partnership between parents and staff.
- To enable the school to keep parents updated with new developments and current events that take place within the school.

2. **THE ROLE OF THE PARENT CLASS REPRESENTATIVE**

The role of the parent class representative is two fold:

- a) To be a liaison person between parents and the school, to enhance parent and school communication.
- b) To be a member of a group of parents from across the school, to work with and support the school in implementing broader school policies.

Below are some examples of the type of tasks a parent class representative may engage in:

A) LIAISON PERSON BETWEEN CLASS TEACHER AND PARENTS

- Identifying volunteers to accompany class outings.
- To assist engaging volunteers for PSA fundraising events.
- Encourage parents to join a rota to assist in the classroom and where appropriate to take responsibility for the organisation of this role.
- Reminding parents of forthcoming events e.g. coffee sessions, class assemblies etc.
- Assisting other parents to fill in questionnaires, to translate and complete questionnaires and reply slips, reading/translating letters for them.
- Encouraging and directing parents to the relevant staff member to discuss a specific issue.
- Forward messages and co-ordinate requests from the PSA about events such as the Summer Fair.
- Please note concerns regarding individual children should always be directed to the class teacher and not discussed with/by the Class Rep.
- Ensure parents and carers do not use the class email group to promote their own business interests.

B) CLASS REPRESENTATIVE GROUP/CONSULTATION BODY ROLE

- Attending regular parent class representatives' meetings with the Head Teacher or a nominated member of the senior school staff.
- To feedback positive messages about what is going well to school staff.
- To alert the school to general issues of concern amongst parents (individual concerns or issues relating to individual pupils/parents must always be referred directly to the class teacher or head teacher).
- Individual parent/pupil issues must be directly referred to staff members. They should not be presented or referred to as general issues.

Confidentiality is of course paramount in dealing with individual parent matters.

- To act as a sounding board for the school on potential parental opinion on new initiatives, policy statements, code of conduct etc.
- To pass on requests from parents for help, clarity or explanation on a variety of issues.
- To organise/distribute school publicity within the local community.
- To keep the school up to date with issues and activities within the local community.
- To redress any misconceptions/misinformation held by parents by relaying the facts on behalf of the school.
- To encourage parents who are expressing concerns to discuss these issues with the school staff and allow them to take these issues forward on their behalf.
- To encourage parents to share positive feedback as well as concerns felt.
- To receive information or feedback on concerns that have been raised with the school. To pass this information on to other parents.