A Class Rep (Representative) is a parent from a particular class (Kindy – Year 6) who assists the P&F to communicate effectively with families. The Class Rep term runs from February to December each year.

As a Class Rep, you are entrusted to be a positive role model around our school, by communicating respectfully to parents in your class, keeping them informed of what is going on at P&F level, motivating them to support P&F initiatives, to get involved in social gatherings with fellow class parents and so on.

Parents who take on the role of a St Emilie’s Class Rep are people who understand the importance of nurturing relationships with staff, students and parents, the value in building whole school community and the need to keep the lines of communication with class families, open, clear and timely. They also understand the notion of working for ‘the common good’.

Ideally, each class from Kindy to Year 6 needs a Class Rep at the start of the year.

The following is a suggested list of tasks that the P&F ask all Class Reps to take responsibility for over the year:

1. Sending a welcome email home at the start of the year. It would be great if this email had your photo and contact details, a paragraph introducing yourself, a paragraph welcoming families and letting parents know what your role involves and how they can support the school throughout the year.

2. In partnership with the Office Admin Team, compiling a ‘Class Family Friendship List’ with phone and email contact details (permission from each family required for privacy reasons).

3. At the start of each term, with the help of other class parents, perhaps plan a ‘low key’ morning tea eg at a local park where parents can meet and get to know each other.

4. Trying to attend P&F meetings, which are held twice a term. If you cannot make these, then to take responsibility for becoming aware of key decisions via the minutes.

5. Encouraging and motivating families to get involved with P&F fund raising events each term; to round up helpers in a friendly and encouraging way and to stay in touch with the Executive.

6. Perhaps seeing if any parents would be prepared to organise a parent dinner, family picnic etc throughout the year.

7. If a family has a new baby, perhaps seek out some parents to arrange a basket to be placed in the classroom and invite parents to place a small gift inside.

8. If a new family joins the class, to help make them feel welcome and arrange for a family to ‘buddy up’ with them so that they have someone they can call and ask questions, or sit with at functions if needed.

Please note:
The Principal and P&F President must be copied into any emails, letters or correspondence sent home to parents, from a Parent Rep. This way the school is aware of what is happening and how it is being communicated. This is very important as we need to ensure that these messages have an appropriate ‘tone’ and that they faithfully reflect the ethos of the school and the decisions and discussions that went on at the P&F meeting. Class Reps take on an important and valued role at St Emilie’s. As a representative and pastoral liaison person for families they also have a wonderful opportunity of making many wonderful friendships along the way and helping to build community. Executive positions are voted on at the first meeting each year.

Tania Thuijs, Principal