



St Benedict's Primary School

*All guests are to be welcomed as Christ*

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Nurturing personal and academic growth ...  
a journey from Kindergarten to Year 6

# ST BENEDICT'S PARENT REPRESENTATIVE MANUAL

*August 2012*

# St Benedict's Parent Representative Guidelines

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Thank you to Ms Tracy Kraljevic for coordinating and collating this document for the St Benedict's Parent Community and the Parent Representatives and Committee Members who assisted.

## Introduction

Thank you for volunteering for the role as Parent Representative for your class. It is a wonderful opportunity to be a part of your child's education and the St Benedict's School community. As a Parent Representative, you are a valued member of our school community and your time and commitment are very much appreciated.

The purpose of the Parent Representative is to help foster good communication in the school and to assist in the development of school community. It provides another means of uniting the school community and enhances the quality of relationships within the school between teachers, parents and the children.

Each class from Kindergarten to Year 6 will have at least one Parent Representative. The function of the Parent Representative is not formally structured and is not meant to be an arduous task.

While the Parent Representative team acts separately to the Parents and Friends (P&F) Committee, they work within the P&F, and are encouraged to assist the P&F with large school events. Such events will be managed by the Parent Representative Coordinator.

## Protocols of the Parent Representative

Paramount to the role of the Parent Representative is the understanding of confidentiality of the parents and/or carers, the children and the teachers within the school community. This role requires mutual trust, communication and a willingness to promote a harmonious environment for all.

Primarily, the class teacher is responsible for the children in his/her care. The Parent Representative should direct all inquiries from parents to the class teacher or Principal. The Parent Representative is to support the class teacher and therefore adhere to the teacher's directions.

## Structure of the Parent Representative Team

A Parent Representative will volunteer for a particular class group for a calendar year. Normally there is one Parent Representative for each class group, but it is recommended that there are two Parent Representatives for each class group. Working in pairs can be less daunting especially for new parents into the school community. "A job shared is a job halved" and it is always good to bounce ideas off each other and to cover for absences.

## Confidentiality

The Parent Representative should at all times be respectful of the privacy of others. St Benedict's Primary School recognises and respects your privacy and is committed to protecting the privacy of all families. No family information will be disseminated unless permission is given by the family. All families are asked to complete the "Request for Parent Contact Details" which is attached as Appendix 1. Parent Representatives will organise the distribution of this letter by contacting the Front Office. The School will then distribute to each family at the beginning of Term 1.

## Role of the Parent Representative

The role of the Parent Representative can include, but is not limited to the following:

- Developing a working relationship with the class teacher by meeting on a regular basis to ensure all needs are being met;
- Once contact details have been provided by the Principal, welcome new families and assist them in getting to know other families and to feel part of the school community;
- Promote communication between the school and the parents/carers;
- Compile a family contact list for the class group via the correct school protocols (see above section on Confidentiality) to organise volunteers for large organised school activities;
- To liaise with other Parent Representatives when required;
- Any delegation of jobs or tasks to parents needs to be followed up prior to the event and confirmed by the Parent Rep that what the Parent Rep has asked to be done is going to happen. This will ensure that no area is forgotten or overlooked. If people cannot fulfil their jobs or tasks then a replacement can be obtained prior to the event happening. The Parent Rep will oversee the event and fill in where need be. The final responsibility for any jobs or tasks rests with the Parent Rep;
- Liaise with Parent Representative Coordinator and P&F, to organise gifts for National Teachers Day and for departing teachers. The budget for such gifts will be determined by the P&F. The Parent Representative will then gather donations from families who are willing to contribute;
- Organise family activities out of school hours. This provides an opportunity for families to meet each other etc. This can be done at least once each term and can include;
  - Mum's Dinner/Drinks
  - Dad's Dinner/Drinks
  - Children's Movies
  - Family Picnics

Any delegation of tasks when coordinating an event needs to be followed up prior to the event and confirmed by the Parent Representative to ensure that all requirements are met and all offers will be followed through. If people are unable to fulfil their tasks then a replacement can be made or the Parent Representative can fill in where need be. The final responsibility for any job/task rests with Parent Representative.

## What the Parent Representative is NOT Responsible For

The Parent Representative does not circumvent the parent/carer/teacher relationship. If any parent has any concerns regarding their child's education, the Parent Representative must advise the concerned parent/carer to converse with the teacher or Principal directly.

## Organised Whole School Events

The Parent Representative Group is the main line of communication and major support for enabling all whole school social events. Once events have been discussed and approved by the P&F, the Parent Representative Coordinator will contact all Parent Representatives to discuss what is required and provide a roster for volunteers. Examples of whole school events are;

- Beginning of year Meet and Greet
- School Disco
- Trivia Night
- Class Mass/Liturgy
- Father's Day/Mother's Day
- Spring Fete

## Photocopying Facilities

If you require any photocopying, please contact the Front Office.

## Weekly Newsletter

Parent Representatives are encouraged to advertise upcoming events in the weekly school newsletter. Advertising in the newsletter can create a greater interest and participation in events, and it also personalises many situations in the School Community. Ideas of what to advertise in the newsletter are;

- Upcoming class events
- Reminders for parents to respond to deadlines
- A thank you note to parents who may have helped with an event

All requests for advertisement in the newsletter can be made through the Front Office.

## How to Begin the Year

Below are suggestions on how to begin the new school year;

- Introduce yourself to your class teacher. Have a meeting with them to discuss the specifics of your role and how you can work together;
- Once you have received the contact details for the families in your class, introduce yourself to your class families. You can do this by way of the attached "Parent Representative Introduction Letter" which is attached as Appendix 2.
- Organise a family activity for your class outside of school hours so all families can meet.

## Appendix 1 – Example of Parent Contact Details letter

Distributed by the School

**ST BENEDICT'S PRIMARY SCHOOL**  
**PO Box 59, Tallara Parkway**  
**NARRABUNDAH ACT 2604**  
Telephone: (02) 6295 8027  
Facsimile: (02) 6295 8147  
Email: [stbenps@stbenedicts.act.edu.au](mailto:stbenps@stbenedicts.act.edu.au)  
[www.stbenedicts.act.edu.au](http://www.stbenedicts.act.edu.au)

29<sup>th</sup> February, 2012

Dear Parents/Carers

### RE: REQUEST FOR CONTACT DETAILS FOR PARENT REPRESENTATIVES

As part of our endeavour to promote communication and to assist new families joining our school community, we have a Parent Representative assigned to each class group. In order to develop the lines of communication between teachers and parents/carers, the Parent Representatives would like to obtain the contact details for each family in their class group.

Due to the Privacy Act, schools are not permitted to provide family details unless approval is given by that family. To assist the Parent Representatives in each class to communicate with you, please complete the details below and return to your class teacher as soon as possible. **Only provide details that you are willing to provide to the Parent Representative for your class group.**

I would like to stress that St Benedict's respects the privacy of all families within the school community. We are aware that several families have silent telephone numbers and may prefer not to have their contact details given to the Parent Representative. These families may wish to contact their Parent Representative personally and make other arrangements so that they can be advised of class news or coming events etc.

Yours Sincerely,  
Matthew Garton  
Principal

- I would prefer to contact the Parent Representative for my class group personally
- I am happy to provide the following contact details to the Parent Representative for my class group

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

Parent/Carer's Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address \_\_\_\_\_

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## Appendix 2 - Example of Parent Representative Introduction Letter

Dear Year 1 Parents/Carers

I wish to introduce myself and extend a warm welcome to you and your family.

As the Parent Representative for your child's class, I help to foster communication within the school, and to assist with the development of the school community. This is another means of uniting the school community and enhancing the quality of relationships within the school between teachers, parents/carers and the children.

Please feel free to contact me if you wish to help in the classroom or if you require information on how you can be involved as a parent/carer at St Benedict's.

I look forward to meeting you at our first social function.

Yours Sincerely

\_\_\_\_\_  
Parent Representative - Year 1

Phone \_\_\_\_\_

Email \_\_\_\_\_

## Appendix 3 - Example of an Invitation to a Class Event

Dear Parents/Carers

I would like to invite you and your family to join me at our upcoming Year 1 Children's Play Date.

Venue        Lollypops Playland, Majura Park

When        Saturday 22 February 2012

Time        From 1000

Please return the RSVP slip back to me by 15 February to enable for bookings to be confirmed with the centre.

I hope that you are able to join us for a wonderful morning.

Yours sincerely

Year 1 Parent Representative

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### RSVP

the \_\_\_\_\_ Family are able to attend the above function

the \_\_\_\_\_ Family are unable to attend the above function

Signed \_\_\_\_\_



## Appendix 4 – Parents and Friends Association Representatives

Below are the elected members of the St Benedict's Parents and Friends Association for 2012

Mr Matthew Garton	Principal
Mrs Stephanie Lovatt	Assistant Principal
Mrs Jennifer Spence	President
Ms Biljana Peresin	Vice President/P&F Representative on School Board
Ms Pru McPherson	Treasurer/Parent Representative on School Board
Mrs Emma McAuliffe	Secretary/Clothing Pool Coordinator
Mrs Tracy Kraljevic	Parent Representative Coordinator
Ms Honni Brooks	Canteen Coordinator
Mrs Kim McGinness	Fundraising Coordinator
Mrs Kylie Cook	Parent Sports Coordinator
Mrs Libbi Wilson	Grounds Maintenance Coordinator

## Appendix 5 - Parent Representative Contact List

These personal details have not been listed for this web version of the Parent Representative Manual.