Class parent representatives (CPRs) play an important role in facilitating the building of our school community culture, starting from the ground up at class level.

Other key aspects of the role include communication between school and parents, parents and school, support for the teacher and class activities.

It is hoped that the role is an enjoyable one, where the CPRs feel supported by both other class parents, staff and Governing Council. The Governing Council will organise a morning tea for CPRs early in the school year to encourage a sense of support and connection across the school.

Appointment
- CPR will negotiate their appointment with the class teacher at the beginning of each year. More than one person may fill the position, to share the load.

Communication
- CPR collects contact information from families to facilitate easy communication. This may include phone numbers, addresses and/or email information.
- Information may also be disseminated via student communication books.
- Requests for help from CPRs for whole school activities will be made from time to time and be through the Principal or a sub-committee of Governing Council.
- Any proposed email to be circulated must first have the approval of the class teacher.
- The teacher and Principal are to be kept in the communication loop by being copied into all email or written contact. The Principal will only reply if any clarification is required. The email is Vicki.Stokes363@schools.sa.edu.au. The class teacher will give you their email address.

Activities
- CPRs may, for example:
  - Organise play dates and class events outside school.
  - Help welcome new families.
  - Organise meal rosters for families with new babies.
  - Request parent help with classroom activities.
  - CPRs may be requested to facilitate fundraising activities or enlist volunteers for whole school activities.
  - Other activities as appropriate.

Use of Contact Information
- Parents may opt to provide their contact information to the CPR, however it is not an automatic requirement.
- It may be useful to have parents complete a form whereby they can opt how their information is to be used (see sample).
- Each class/CPR will determine what the best form of communication is for their particular situation.
- The default subject title for email communication needs to state: Class Parent Representative Communication for class insert number…
Parents may opt to have some, none or all of their information shared with the whole class.
Communication to the whole class should be through the CPR.
Email lists are only to be used for communication of class or school activities. Any complaints or concerns should be directed to the teacher or Principal where they can be constructively resolved.
Parent emails may only be given to other parents with the permission of parents as the CPR is the key link.
Email addresses should not be used to promote any business or activity of a private nature.
The CPR will collate the information and return the forms to the school office.

Reviewed:
Governing Council 20 February 2013

EXAMPLE

Class Parent Contact Information

Dear Parent of Class ____

I am the Class Parent Representative for your class this year. It is my role to help facilitate communication to the class and co-ordinate whole class activities eg: play dates, fundraising etc.

If you’d like to be part of this communication, could you please complete the form below and return it to your child’s class. There are a number of options as to how you would like your information used. Please feel free to contact me if you have any questions.

Yours truly,

Frida Briggs
0487 654 365

<table>
<thead>
<tr>
<th>Child’s Name</th>
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<tbody>
<tr>
<td>Parent’s Names</td>
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<tr>
<td>Any sensitivity of which to be aware?</td>
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</tbody>
</table>

<table>
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<tr>
<th>Shared with:</th>
<th>Class Rep &amp; Teacher only</th>
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