The role of the Class Rep is a rewarding and vital part of our school community. It may be useful to have two representatives per class so the workload can be shared.

A Class Representative’s duties include:

- Assist with compiling a class contact list at the beginning of the year. It is important to keep it updated with any changes that may occur throughout the year. (e.g. new families that join the school)
- Welcoming new families starting at the school.
- Working with your class teacher to produce a roster for classroom helpers for each term.
- Organising parent helpers for excursions when they occur.
- Helping or organising helpers for any “house keeping” jobs the class teacher may have. e.g. photocopying, covering books, etc.
- Keeping up to date with issues / events occurring within the school community and communicating this information to your class.
- Communication with the Class Rep Coordinator and / or checking and distributing the agenda and minutes of Parents’ Association meetings.
- Organising social events for your class / year level. We encourage at least one get together per term. These can be as simple as morning / afternoon tea or dinner.
- Meeting as a group with the School Principal once a term.

If you are interested in becoming a Class Rep please fill out the form below and return it to your class teacher by Monday 9th February. If you have any further queries regarding this role contact Greg Price (greg@lakemountain.com)

** PLEASE NOTE: EVEN IF YOU HAVE ALREADY SPOKEN TO YOUR TEACHER WE STILL REQUIRE YOU TO RETURN THIS FORM. **

CLASS REPRESENTATIVE NOMINATION FORM - 2015

Please print your details clearly.

NAME:.......................................................... CLASS:..............................

CHILD’S NAME:..........................................................

PHONE: (H).............................................. or (M).............................................

EMAIL:........................................................................