

Glen Iris Primary  
School  
Class Representative  
Handbook

Thank you for volunteering your time to be a GIPS Class Representative this year. You are now officially part of the Parents' Association Class Representative Group. This is an important role in the school community. If you are new to this role, the following information should answer some questions and if you need further information please ask.

### **CLASS CONTACT LIST and COMMUNICATION WITH YOUR CLASS**

- ❖ The information used to put this list together is taken from the "Permission for inclusion on class list" form, which is completed for each child at the beginning of the year. Please collect these forms from your class teacher. (This is only required in Prep)
- ❖ Note: **The list must state, "This list is for use of GIPS community ONLY."** at the bottom of the Class List. It is also helpful to note who the Class Reps are at the bottom of the sheet.
- ❖ This list is to be distributed either (preferably) electronically or by hard copy to all parents in your class and needs to be updated with any changes and/or new families joining our community. A copy of the list needs to be given to the office, your class teacher and the class rep coordinator. You may also share the list with other classes in your level to be distributed.
- ❖ Please do not include the teachers email address in this list
- ❖ When emailing to your class we recommend that you use the bcc field.
- ❖ Glen Iris Primary School use the app Compass for the majority of notifications; we ask that you actively promote that parents in your class use this app to keep up to date

### **NEW FAMILIES TO GIPS (Gr 1-6)**

If you are not sure about this, please ask your teacher if there are any families new to the GIPS Community. (Sometimes the rep is new too!) Make a special effort to make them feel welcome.

Please ensure that you get their contact details and update the class list. Once updated please get the new copy to the office and class rep coordinator.

### **CLASS ROOM HELP ROSTERS – younger years**

It is the Class Rep's responsibility to speak with your teacher and offer to put together a roster for parent helpers within the classroom. Some teachers may prefer to do this themselves.

- ❖ You will need to discuss the individual requirements with the class teacher as each teacher has their own needs. Some teachers prefer to wait until Term 2 when classroom routines are in place, but you could organize in advance so it can start in Week 1.
- ❖ You can use either an electronic or paper format for these, whichever you feel comfortable using, e.g. Volunteer spot. If you use an electronic version, ensure that the teacher has access!
- ❖ The rosters usually have the days & times helpers are required with a space for parent names. Paper format rosters are usually placed just outside the classroom.
- ❖ It is a good idea to send a note home or send an email advising parents that the roster is available & where they can find it.

### **YEAR LEVEL ACTIVITIES**

Each year level will be responsible for coordinating a particular school event. This doesn't mean that the class reps are solely responsible for organizing the event; it means that a sub-committee in your year level will get together and be responsible for this particular event. There will be hand-over folder for each event available in the office.

Year 1 - Prep Welcome BBQ

Year 2 – Father's Day Pancake breakfast (usually late in August)

Year 3 – Mother's Day Glamorous Indulgent Pampering Salon (early May)

Year 4 – Walkathon (usually term 3 or 4)

Year 5 – Catering for Grade 6 graduation

Year 6 – Involvement and organization of Graduation (budget for catering and organization of posters, decorations etc.)

### **TEACHER ASSISTANCE**

Occasionally the class teachers may require some help with “odd jobs.” This could include photocopying, laminating, covering books etc. The type & quantity of these jobs will vary between teachers so you will need to discuss this with them.

NB: It is not expected that you do all these jobs yourself. You may like to organise a group of parents to help.

### **PHOTOCOPIER/LAMINATOR**

**PLEASE ENSURE YOU HAVE BEEN SHOWN HOW TO USE THE PHOTOCOPIER & LAMINATOR BY YOUR CLASS TEACHER.**

Teachers often need to do photocopying/laminating whilst their class is on rotation so please always give them ‘right of way’ even if you are in the middle of a job.

The photocopier requires a code for use; please see the office staff for this code

### **NOTICES**

Every Wednesday is notice day. Some teachers may require help sorting & distributing notices. The needs of each teacher will vary, so discuss their requirements with them.

### **EXCURSIONS**

Parental assistance is required on most excursions. Often the permission slip sent home will ask for parents to indicate if they are available to help on the day, however on some occasions this does not occur and the class teacher may ask the class rep for volunteers. In this case, it is preferable for the class rep to send an email to all parents requesting help so that everyone is given a chance to participate.

## **SOCIAL EVENTS**

Social events are a vital part of our school community. It's what helps give our school that 'community' feel we all love. It is the responsibility of the Class Rep to organise such events and it is recommended that there is at least one social event per term. This could be as simple as a morning/afternoon tea at a local coffee shop or as elaborate as a three course dinner involving both mums, dads, carers, teachers & assistants.

There is a calendar in the office where you can check a) if there are no conflicting events and b) where all events can be recorded. From here the office will add this to the calendar for the school committee to see.

## **PARENTS' ASSOCIATION MEETINGS**

As a class rep it is recommended that you attend these meetings; often other parents will use you as their 'go to person' for information so by attending these meetings you may feel more comfortable providing the information!

The class rep coordinator will forward the agenda or minutes of the Parents' Association Meetings. Please remind parents that anyone is welcome to come to Parent Association meetings, which in 2017 will generally be held on the third Monday of each month, in school terms, usually at 7.30pm in the Staff Room.

These dates are also published on the School website calendar.

## **END OF YEAR GIFT**

We have generated a standard letter (below) please use this when requesting a donation.

**Standard request letter/email for use by Class Reps when requesting a donation for an end of year gift for the class teacher and assistant (if applicable):**

*Please note there is now a Department of Education and Training "Gifts, Benefits and Hospitality Policy" which advises that Teachers can keep gifts under \$100 but above this amount are subject to an approval process by the Department or School Council which effectively means they cannot accept the gift.*

*In order not to cause the teacher or class reps any unnecessary embarrassment, it is suggested to keep gifts under this amount.*

*The following is a **TEMPLATE**, PLEASE TAKE CARE TO INSERT THE RELEVANT CLASS/TEACHER NAME where indicated.*

Dear Families

It is hard to believe that the year is nearly over and that our children are about to finish Grade **[INSERT YEAR LEVEL]**. The time has passed quickly and the children have all achieved so much. They have grown in many ways and all strived to do their best.

As parents, we have been fortunate to have them spend their school days with **[INSERT TEACHERS NAME]**, our wonderful classroom teacher. **[SHE/HE]** has created a warm, nurturing and fun environment for our children to learn in and make such great progress.

To acknowledge **[INSERT TEACHERS NAME]** efforts we would like to present **[HER/HIM]** with a gift from the class at the end of the year. We invite you to consider making a small contribution of your choice. Please know you are not obliged to participate as we recognise some families may not wish to give a gift or may prefer to give their own gift.

If you would like to participate, please let us know by return email and place your contribution in an envelope marked with your family name, grade and Class Rep name to be placed in our class envelope at the office by **[INSERT DATE]**.

We will let you know what we have purchased (suggestions would be welcome) and when we will be presenting **[HER/HIM]** with the gift.

Thank you in anticipation of your support.

Warm regards

**[INSERT CLASS REP NAMES]**

Class Reps

**GIPS contacts:**

**Class Rep Coordinator**, Nicola Thomas

[gipsrcr@gmail.com](mailto:gipsrcr@gmail.com) or [sandnthomas@gmail.com](mailto:sandnthomas@gmail.com)

0409962989

**Parents' Association President**, Gavin Blue

**Parents' Association Vice President**, Jacqueline Brown