

Parent Classroom Representative Information

What does the role involve?

- ✓ Set up a WhatsApp group at the beginning of the school year.
- ✓ Regularly checking with teacher to add/remove members.
- ✓ Link communication between parents/carers to build an engaging and active parent group.
- ✓ If requested by the classroom teacher, assist in organising classroom activities such as events, assemblies, parent help rosters, volunteers, additional resources, incursion/excursion support.
- ✓ Keeping informed of P&C events and activities so that this information can be passed onto your class through WhatsApp.
- ✓ Attend P&C meetings if you are able.
- ✓ Promote social activities within the student and parent body. A popular activity is organising a playdate after school on the oval. This is a great way to get to know other families within the school community and your child's year level.

Role Guidelines

- ✓ Keep WhatsApp communications for positive and helpful information distribution.
- ✓ WhatsApp is not for raising any concerns/issues and the parent representative is not the contact person or responsible for resolving any concerns. If a parent does incorrectly use WhatsApp, please be supportive, delete the message and redirect them to the school. Please notify the Principal of any concerns posted.
- ✓ Please do not form other communication groups by using the phone numbers listed in WhatsApp, pass on any phone numbers to other parents/carers or contact individuals directly from this list unless you have their permission to do so.
- ✓ Monitor WhatsApp on a regular basis, keep your notification alerts on, and ensure all messages are friendly and positive.
- ✓ Build positive, inclusive and respectful relationships equally with all parents/carers within the classroom.
- ✓ Maintain regular communication with the P&C President to ensure an effective WhatsApp system is in place.