



# MONA VALE PUBLIC SCHOOL

## THE ROLE OF THE CLASS PARENT AND EXPRESSION OF INTEREST

Thank you for considering the role of Class Parent. The following is a brief role statement of what is involved. Please do not hesitate to contact the school should you require any further clarification.

### Class Parent Overview:

Class parents play an important role in the school. They facilitate communication between students, parents and class teachers and assist in the co-ordination of helpers for school events.

### Role competencies:

- Willingness to co-ordinate and organise class activities.
- Willingness to co-ordinate helpers and liaise with P&C for school events or initiatives.
- Willingness to have fun!



### Role description:

The role of Class Parent varies according to the individual needs of each class, however it usually includes the following:

- Organising a *voluntary* class contact list of parent names & details and communicating with parents should the class teacher require it
- Co-ordinating parent support to the class teacher. (e.g. helping to find reading helpers, etc)
- Co-ordinating social activities for the class if desired – (e.g. picnics, holiday activities, end-of-year functions)
- Attending any Class Parent meetings.

*Please note:* When communicating with parents, blind copy or **BCC**, should be used in all emails used for class distribution. If you are unsure of how to use this function, our school office staff can assist.

If you are interested in being the Class Parent, please complete the slip below and return to your child's teacher. **If multiple slips are returned, the name will be drawn out of a hat.** In some cases, the role may be shared between two parents if desired.

Thank you for considering this valuable position in our school.

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### *Expression of Interest for Class Parent*

I am interested in being the Class Parent for class \_\_\_\_\_.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

I have been a Class Parent before: Yes / No