

Class Liaison Representative Role Description for Parents

At the beginning of each year the P&F call on parents to become a Class Liaison Representative for their year group. This role is specific to a year group and can be shared by several parents.

The responsibilities of Class Liaison Parents are:

1. To facilitate the flow of information from the P&F to the parents in a year group.

The use of the class bulletin boards or email is acceptable for this purpose. Any formal written correspondence to parents should be cleared by the Principal in the first instance.

2. Prepare a “contact list” detailing parent contact details including home address, mobile and land line telephone numbers and email addresses. This information is collated and disseminated by the Class Liaison Representative to parents in that year group only. Providing contact details for this purpose is voluntary and if parents do not wish to provide such details, then they do not have to do so.

3. To organise social gatherings so that parents can interact in a friendly, informal environment. Events are generally organised once a term or once a semester, depending on how social your group is.

Prior to finalising social events, the school calendar held in the office should be reviewed to prevent conflicting event dates. The event should also be approved by the school Principal prior to advertising the event. This can be done by leaving or emailing event details to administration staff who will forward the information to the Principal for review and approval. Once approved, details of the event can be advertised via the P&F newsletter, by email or the bulletin boards outside the year group classrooms

4. To ensure that new families are made to feel welcome to the school community.

Please note:

It is important to emphasise that P&F Liaison Parents should not allow themselves to become class spokesperson. This can put them in a very difficult position and furthermore, can compromise the development of appropriate communications between the Principal and individual parents. Parents with concerns or issues relating to their children, other children or school-based matters should approach the class teacher or Principal directly.

The Liaison parent is also not responsible for coordinating the year group's assigned event or fundraising activity. There only requirement in this area is to call for volunteers.