



## **Our Lady Star of the Sea Catholic Primary School**

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## **Role of the Class Parent**

A major feature of the P&F is involvement in the *Pastoral Care* of the school community - building community; celebrating the good times and providing practical support in the sad and more challenging times. Class parents are integral in coordinating this.

The Role of the Class Parent is:

- To liaise with teachers and parents to provide a welcoming environment for parents to meet and socialise with to their in the school community
- To support class teachers by organising classroom helpers as required
- To provide a helping hand for various school activities
- To be contact persons for families within the school

## **Responsibilities of Class Parents**

Responsibilities of the Class Parents may include:

- planning social gatherings and a variety of simple, cheap and casual activities to build a strong relationship between parents at a grade level.
- supporting the classroom teacher where needed - including the grade liturgies/mass, literacy groups, school concerts etc
- providing cards for celebrations eg. births and other special events
- encouraging parent involvement in other special P & F celebrations eg Trivia nights etc
- supporting new families to the school and assist them with information required
- liaise with the P&F care group to support families in need.
- supporting the Our Lady Star of the Sea Fair committee in organising helpers for stalls
- organising a class contact list
- making an effort for at least one Class Parent per grade to attend the P&F meetings during the school year.

### **Social Outings - are organized across the grade.**

Keep in mind the solo families, costs of activities, including dads & children - all BYO  
- lots of variety - all activities to be checked with Class Parent coordinator for calendar planning with school/ parish

**Liturgies / masses** - 'get togethers' after class masses eg. Cuppa

### **Welcome new parents**

Contact new families to the school by phone call, personal invite to events etc

### **Teacher's Birthdays**

A level of consistency is important - ie. card and a cake. Dockets to be sent to the office for reimbursements. There is a budget of up to \$30.00



### **Other Celebrations**

The class parent liaises with the class teacher for a party for any child leaving the school. This is usually a note home asking children to bring in something for a party (no gift).

The Class Parent arranges to collect a small donation for teachers who have babies.

### **Communication**

All notes **MUST** be on the school letterhead and sent or shown to the Assistant Principal before being sent out.

### **Pastoral Care**

If the Class Parent is aware of any family that needs the support of the school's Care Group they are to let Leonie know as she is the contact person for the Care Group.

### **Class Contact List**

Send out letters to the parents in your class asking permission to use their contact details to establish an class email list and (if necessary) phone chain.

Note: The contact list is a confidential document. It must be used only for contacting parents for class/school activities and not for any other purpose. (this disclaimer should be on the distribution list).



## Some suggested activities for building community:

- Support the P & F to organise Welcome BBQ to start the year
- Breakfast cuppas ( 9 - 10am)
- Undercroft cuppas - 2pm -before pick up ( link to seasons: spring, summer, autumn, winter) - advertise well
- Play in the park lunches
- Kids treasure party/Easter egg hunt/Toy swap days
- Mums / Dad's night out
- Mother - Daughter; Father - Son nights
- Bowling/ bingo
- "Gophers" for sports days
- Bargain shopper days
- Open day cuppas
- Cheap Eats - nights out
- Chalk pictures on the playground
- St Vincent de Paul - donate a "good, used" toy



All class parents are supported by a Class Parent Coordinator to plan a calendar of events for the year.

## Confidentiality

- Confidentiality of all members of the school community **MUST** be respected.
- The parent teams operate on the premise of genuine respect and trust for each child and adult, and their personal situations.
- If there are concerns regarding teachers, the curriculum or resources in classrooms, it is the role of the Class Parent to recommend that the parent concerned contact the class teacher, Principal or Assistant Principal.
- It is not the role of the class parent to solve or be spokesperson for any teacher, child, curriculum or resource issue.
- Criticism of any child or teacher is not respecting confidentiality



As a Class Parent you will probably be an "ear" to some issues - but you **are not** an advocate for parents' concerns about the principal, administration of the school staff or individual children, nor to matters pertaining to the teachers classroom management.

Sample response:

*"I can hear you are really concerned about... but it's not my role .... I think / suggest you should talk to...Teacher....or.....principal...."* This validates their emotion, but allows you not to agree, or enter into a discussion.

Do	Don't
Smile, involve, welcome, include all.	Break confidentiality of individuals or staff
Build community and be positive "PR" representatives of the school	Take on big activities - keep all activities simple, easy and FUN
Provide a personal touch to parents	Plan activities without consulting Coordinator for calendar clashes
Support P&F and School Board roles	Plan individual farewells for students or parents
Encourage simple, cheap & inclusive social activities across the grades	Plan celebrations/ events for teacher's birthdays - keep consistency across all grades
Assist where needed in the traditional events of the school calendar	
Be a "listening ear" to pastoral care needs and work with the P&F to provide appropriate support	

**Remember the KISS principle - Keep It Sweet & Simple**

**Have fun**

