



Woodlands Primary School

Class Representative Responsibilities

At the start of each year, every class selects one or two Class Representatives. The Class Representative's role is to act as a liaison between the parents, class teacher, Principal and Parents & Citizens Group (P&C).

The Class Representative is responsible for:

- Creating and maintaining the **contact list** for the class and distributing it to both the parents and the class teacher.
- **Welcoming new families** and helping them settle into the school.
- **Distributing messages from the teacher** to the parents eg requests for in-class help, implementation of curriculum.
- Representing the parent group at the **Principal & Class Representative meetings**, or sending a proxy on their behalf if they are unable to attend.
- Representing the parent group at the **P&C Meetings** (or sending a proxy on their behalf) and distributing relevant points back to their class from the minutes.
- **Communicate the need for volunteers for whole school activities and fundraisers organised by the School and/or P&C** eg School Fetes, Christmas Carols.
- If a parent approaches you with a class specific concern (e.g. issue with the teacher), **encourage the parent to discuss their concerns with the teacher directly** before raising them with the Principal (if needed).

The Class Representative may also like to:

- Help new families settle into the Woodlands Community as a whole.
- **Remind parents of important upcoming dates** e.g. school photos, walk to school days, when forms need to be returned.
- Organise **social events** for the parents. Generally these are organised once per term or half year.
- Organise **class play dates** during the school holidays.
- Organise the **teacher's end of year present**.



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Class Representative Meetings

Outlined below are the purposes of the two meetings Class Representatives are responsible for attending.

Principal & Class Representative Meetings

Each term, the Principal holds a meeting with all the class representatives. The purpose of these meetings is to:

- Allow the Class Representatives to:
 - provide feedback to the Principal on class concerns
 - update the Principal and the other class representatives on class issues, class concerns and class achievements or events e.g. fundraising for charity, graduation plans
- Allow the Principal to provide updates regarding policy changes/new developments at the school
- Allow the P&C Representative to provide key updates on current fundraising activities and school projects (in case any members have been unable to attend recent P&C Meetings)

Important Note:

- Any class specific or individual concerns should be addressed with the relevant teacher prior to being raised at in this forum.

P&C Meetings

The P&C hold their meetings on the **Monday of week 3 and 7 each term** at 7.30pm in the Library. The purpose of these meetings is to:

- Provide an update on the P&C's current projects and fundraisers, financial status, uniform shop and canteen situation.
- Gather an update from the Principal and the Board
- Provide a forum for all parties to work together to organise school-wide events e.g. School Fete, Carols
- Discuss any school-wide issues

Important Note

- If you cannot attend these meetings, you are able to email the points you want raised to the organiser of the meeting or send a representative on your behalf.

The Purpose of the P&C

- Promote the interests of the school through co-operation between parents, teachers, students and members of the general community; to assist in the provision of resources, facilities and amenities for the school; and to foster community interest in educational matters.
- Provide parents with opportunities to meet together to determine the needs and aspirations of the school community; share information and views; learn about, help shape school policies and programs; and help raise funds to provide extra resources.
- Source and secure funds for the benefit of the school, employ staff other than department of Education employees; and manage or operate facilities at the school (such as the canteen, uniform shop).