

Terms of Reference – P&C Class Representatives

The parents and carers of each class or year group, will consult and agree on a class representative in the first two weeks of the school year.

The class representative will assist the class teacher and the P&C, as requested/required.

It is recognised that:

- Connect is the source of truth for all school communications
- The North Cottesloe Primary School website is the source of truth for all forward facing and public information
- North Cottesloe Primary School will communicate with parents in the event of an urgent communication, via SMS

The class representative should:

- Liaise with the teacher and assist the teacher with providing volunteers or anything else the teacher would like parental/carer assistance with.
- Collect the contact details of parents/carers who consent to join a class WhatsApp group, create the WhatsApp group, and be the administrator for the group. In years with more than one class in a year level, it is preferable to also have a year WhatsApp with all the class reps being the Administrators. The P&C Code of Conduct for the usage of social media is to be circulated to parents/carers by the class representative
- Join the P&C Class Admin WhatsApp Chat and forward messages to the class as requested via this channel
- Welcome new families via email or text and invite them to join the class WhatsApp Chat
- Organise helpers when required for P&C initiatives such but not limited to; the Staff Xmas Lunch, Parent Social Functions etc
- Collect money towards any end of year gifts staff and a contribution towards the class dish for the Staff Christmas Lunch
- Organise year wide social gatherings (throughout the year – preferably one per term. These can be play dates at local parks, gatherings at local venues or at private homes
- For PP only – class representatives to find a volunteer to take on the tea towel project
- For Year 1 only – class representatives to find a volunteer to take on the melamine plates project.
- For Year 4 only – class representatives to find volunteers to organise the End of Year Sundowner
- For Year 5 only – class representatives to find a volunteer to organise the Rottnest Leaver's trip the following year and find volunteers to run the bar at the Year 6 Production
- For Year 6 only – please see attached description of Year 6 parent roles.

It is recognised that:

For privacy and confidentiality, the school will not release contact details of any parent or carer, to class representatives

The class representatives will collect contact details for parents and carers who wish to join the WhatsApp groups which run in classes/year levels. Contact details may be collected by the class representative, in the Week 3 start of year classroom information sessions, by negotiation with the classroom teacher.