



ST PHILIP NERI CATHOLIC PRIMARY SCHOOL

CLASS PARENTS HANDBOOK

Parents & Friends Association

Saint Philip Neri Class Parent

Class Parents are integral to the operation of St. Philip Neri (SPN). The role of Class Parent is to promote parent involvement in our school community, support your fellow parents and help instill a sense of community. As a parent representative you are a valued member of our school community and your time and commitment are very much appreciated. Class Parents improve the school community for all.

Class Parent Responsibilities

Each class has ideally three (3) Class Parents. Class Parent positions are coordinated through the P&F. Apart from the more structured functions below. Class Parents are there to welcome new families, both children and parents and assist them in getting to know other families and feel part of the school community.

You are there to provide opportunities for parents to feel they are valued members of the class community and welcome to, and encouraged to, be involved in any way they are able.

Responsibilities Include:

1. Prepare a Class Contact List

This is normally done via an excel spreadsheet, an example of which is below.

Child Name	Home Phone	Mum Mobile	Dad Mobile	Mum's Name	Dad's Name	Address	Email	Child's Birthday
Allergies								
School contact details								

Distribute this list to the class via email and most importantly keep it updated throughout the year.

When distributing this list, parents should be reminded that personal information is provided to allow the distribution of information relating to the school and or for the organising of social activities. At no time should group emails be used for matters of a personal or unsuitable nature. Parents are reminded that some of the emails are from parents' places of work, so extra care should be taken. If there is any doubt then contact the P&F for clarification.

2. Distribute Information to Your Class

Class Parents serve as a critical link in communicating information to parents. It is vital that information provided is passed on to your general class population as soon as it is received. Timing is often critical with the information you are providing. Often one Class Parent is allocated this responsibility to ensure it goes out on time and is only sent once. So, check your e-mail regularly (every day or almost every day) and forward promptly.

All information/information that is to be sent to a class/classes other than your own, or other class parents should be sent via the P&F President.

3. Collect Class Kitty

Collect a class kitty at the beginning of the year to cover incidental expenses throughout the year. Births, Illness, Teacher's Birthday, etc. The bulk of the money is usually used to provide the teachers Christmas gift at the end of the year. Traditionally this amount of the class kitty is \$30 per family.

4. Co-Ordinate Your Class Function/s

Each class is allocated a 'School Community Event' that they are responsible for. As class parents you are responsible for co-ordination of your class's allocated event. Each function has information notes to help you through. There is no right or wrong however, so use these as a guide. The important item that will have to be adhered to is the budget requirements of the event. These should be noted on the events 'Information Guide'. The information guide for each event is located under the P&F section of the school website. You will also be emailed at the beginning of the year regarding your Class Responsibility for the Year.

5. Attend the P&F Meetings

At least one (1) Class Parent from each class should attend all P&F meetings to ensure that there is regular communications between the parents and the administration. As a representative for your class, parents may approach you about concerns and ideas they would like to share with the school. The P&F meetings are a great forum to share these ideas.

6. Organise Class Get Togethers

Organise class get togethers/dinners/ social activities throughout the year.

7. Looking Out for One Another

Organise assistance for those families that need some additional support due to illness, new babies, accidents or other. You can make contact with the SPN Community Support Program for assistance. See the P&F section of the school website for more details.

One More Thing

As a Class Parent, other parents may discuss with you particular concerns/problems they have. If you feel there is a need to discuss anything further, please ensure it is with the appropriate person. Who that person will be, will depend on the situation. If it is of a confidential nature please be sure to maintain that confidentiality at all times. Never try to resolve situations of conflict. If you find yourself faced with something you're not sure how to deal with, please contact the P&F President for support and advice.