

The role of a Class Representative

KPS and its P&C pride themselves on the “connected small community” feel of the school, even though it is constantly growing. The Class Representative helps make KPS a welcoming place.

Mums, dads, carers, new & seasoned parents are invited to put forward their names as Class Representative for their children’s class. It is a great way to get to know other parents in the school, and to make new friends. It is a relatively easy task and several parents can share the role for a class if preferred.

Each class rep will tackle the role in their own way. As a guide, these areas should be considered:

1. Organise class social events

The primary responsibility of a Class Representative is to organize a few social events for the class over the course of the year e.g. a mums’ Term 1 dinner, a class gathering in the park on a Friday, or even a parents’ cocktail night. While everyone will not be able to attend all events, they are a great way for parents to get to know each other, creating a support network that we all need and enjoy.

2. Create and maintain a parent/carer contact list for your class

This is usually an email list (phone numbers and addresses are often shared in the lower school e.g. K and PP to facilitate playdates etc!). It is created on an OPT-IN basis and as such, parents DO NOT have to sign up. A template is available for capturing this information.

PRIVACY NOTE: Parents & carers are informed that by providing their contact details to the Class Representative they are providing their consent for those details to be circulated to all others on their class list, and to the Class Rep Co-ordinator (P&C President). These class lists are to be kept specifically for school use only, and are not to be distributed to anyone outside of the class. It is not to be used for any marketing purposes or for forwarding anything other than school information.

3. Provide school-related information to parents

This is particularly relevant to Kindy, PP, Yr 1 classes, and those parents new to the school. Answering questions such as “Where is the Library?”, “Do I label all my kid’s stationery?”, “Can I go to assembly?”, “What on earth happens on Athletics Carnival Day?” and providing general information to new (or first-child) parents is reassuring for those dealing with the school system and a new environment for the first time.

4. Organise class events & rosters

Most classes require volunteer support from the parent/carer community at some point during the school year, whether it is assisting with reading groups, sharpening pencils or accompanying the class on excursions. The Class Representative is asked to liaise with the class teacher and keep the class parents and carers informed of relevant activities and events as required. We also ask that you coordinate any thank you’s for your classes teacher as required e.g. at the end of the year.

5. Communications from/to the P&C

Class Representatives and any other interested parties are encouraged to attend P&C meetings. Meetings take place on the 2nd and 8th Tuesday of each term and are held in the staff room from 730pm-9pm. In this forum you are able to share your ideas (and those of other parents/carers in your class) and have a say in how our P&C runs.

6. Co-ordinating a fundraising event

To assist with P&C fundraising efforts each year group is assigned one fundraising event to coordinate during the year. The fundraising Committee will decide the events at the beginning of the year, and will allocate a year group to each event (published on the school website under P&C). The Fundraising Co-ordinator will provide the Class Representative with all the required information to run the event, and it's the Class Representatives role to coordinate with the other reps for that year and the parents and carers in their class to run the nominated event.

If you have any questions regarding the role of the Class Representative please email KensingtonPandC@gmail.com