

MURRUMBEENA PRIMARY SCHOOL



*Excellence
through Endeavour*

PARENT CLASS
REPRESENTATIVE
HANDBOOK

2020

CLASSROOM ROLE

Overall

We are more than happy for you to share this role with another parent, so if you have someone in mind please ask them to be added to the contact list in the office.

Your Role:

1. Be a conduit between classroom teacher and the class parents.
2. Encourage parent participation by highlighting the benefits of this for both parents and students.
3. Liaise with class reps on same year level.
4. Welcome new families within your class to the school.
5. Classroom teacher point of contact, to help co-ordinate parent assistance, examples of which are provided below:
 - Prep Reading, concert support, classroom help
 - Grade 1 Concert support, classroom help
 - Grade 2 Projects, concert support
 - Grade 3 Stephanie Alexander Kitchen and Garden, concert support
 - Grade 4 Stephanie Alexander Kitchen and Garden, Sporting events and competitions, concert support
 - Grade 5 Sporting events and competitions, concert support
 - Grade 6 Sporting events and competitions, concert support, Graduation
6. Participate with the Social, Community and Fundraising sub-committee when required, eg carnival, trivia night, Mother's Day and Father's Day events.

Your role is **not** to listen to others personal concerns about what is happening in the grade or personal issues related to a particular child or family.

You should direct any parents with concerns to discuss their issues directly with the class teacher or Principal or Assistant Principal.

Strongly discourage parents from "gossiping" among themselves without seeking correct information.

Social Activities

Over the years, the Class Reps have organised offsite social activities. There is no expectation that you do this, but if you choose to do so, the following will assist you:

- Communication should preferably be via email addresses as indicated on the Class Friendship Contact List. Please indicate that if students are present, parents must be responsible for their children.
- All email communication should be run through the MPS office before sending to parents.
- Teachers may be invited, however please do not place undue pressure to attend.
- Teachers can help send out details on compass if you forward them the information

Class contact lists

Please respect the privacy of parents. Email lists are to be used only for official (school sanctioned) purposes.

If you know of lists being used for any purposes other than school sanctioned events, please let us know.

1. At the start of the Year

Parent class coordinators attend an initial information meeting in Term 1

Initial Responsibilities

1.1. Creating the contact lists

- a. Collect a grade list from the office
- b. Mark off returns on the grade list.
- c. Follow up parents who have not returned their sheets by:
Speaking to your class teacher or the office if you need help with any contacts and they are happy to ring
- d. When your grade contact list is complete and has been approved by the office, email to parents in your grade and make available a copy for any parent who requires one. Please also give a copy to the class teacher.
- e. If you have any queries or need assistance, don't hesitate to see– Lynne Foster or Chellee Plumb.

2. Rosters

- a. Please make a suitable time to meet with your grade teacher.
- b. At the meeting with your grade teacher, make a list of times and the type of help required.
Remind parents that when working in the classroom anything to do with the children is to be kept confidential.

3. Other Responsibilities

3.1. Special Events

Where necessary assist in the coordination of any special events during the course of the year. (E.g. Fair, Harmony Day, Japanese Day, Sports Days)

3.2. Liaison Role

- a) Make contact and welcome any new families transferring in during the course of the year.
- b) Attend the further meetings of Parent Class Coordinators (possibly one per term).
- c) Any photocopying can be done at school and notices can be placed in your teacher's pigeon hole for distribution. It would be good practice to email your class teacher a copy before they are printed.

WORKING BEES

We do ask for involvement of parent/class co-ordinators at working bees. These are usually only once a year for 1- 2 year levels at a time. They usually begin at 9:30am and finish by 12:00 midday

Beforehand

- Reminders are in the Newsletter calendar.
- Contact the parent class coordinators of the other grades rostered on the same day as your grade. Between you please organise some morning tea for the day and encourage families to attend. The school will provide tea, coffee and cordial.
- When a working bee is scheduled for your grade level send a reminder on your class email distribution list.
- Encourage attendance.

On the Day

- Cups, coffee, tea, milk, sugar are in the Staffroom or SAKG Kitchen.
- Catering for children. If planning to do so ask about cordial available and icy tubes.

- Boiling Water. An urn is available in the staffroom.
- Setting up. If the weather is good, a trestle or two is best obtained from the hall. Set up outside staffroom or SAKG.
- Starting time for Morning Tea. One of the “foreman” will make a decision on the state of work, check with you if ready and then put an announcement through for the working bee to finish and the morning tea to start.
- Packing Up. Everything back where it belongs please. Dishwasher in the staffroom may be put on.

SOCIAL ROLE

School Community Picnic –

If possible, attend this community afternoon/evening in Term 1.

- Encourage people to come!
- Circulate and make new parents feel welcome.
- Have a good time!

Possible events

Evening Function

Organise an evening function (maybe combining grades at the same level) during Term 1 or 2 if possible.

If you would like to invite your grade teacher, please check with them re suitability.

Family Function

If possible, organise a similar family occasion in late Term 3 or 4 e.g. a BBQ in the park, sausage sizzle, etc

THE FOLLOWING ARE SUGGESTIONS ONLY

CLASS LIST ETC. FOR PREP O

Dear parents of Prep O,

We are your class coordinators for this year and hope the next 12 months are happy ones for both you and your children. If you feel we can be of help to you at any time during the year, please don't hesitate to contact us on:

Barbara Dickinson:	9500 0000	or	0400 000 000
Kristen Simpson:	9500 0000	or	0400 000 000

This year we require your availability for classroom assistance, art assistance, library assistance and excursions.

At this stage, we are putting together a roster for Term 1 only. Another request form will be sent to you at the beginning of Term 2.

PLEASE INDICATE YOUR AVAILABILITY ON THE ATTACHED FORM

If you are interested in nominating for a sub committee on School Council, or know someone who is, please obtain information at the office asap.

If you have a skill that our school may find useful or you would be able to help out in any way with our school fair please let me know.

PLEASE INDICATE YOUR AVAILABILITY ON THE ATTACHED FORM

Excursions

Occasionally parents are required to assist on excursions to meet the adult/child ratio requirements.

LIBRARY ASSISTANCE

This is a regular requirement throughout the year and the more people who can provide assistance the more the workload is eased. Could you please consider offering occasional help in the Library (even if it is once a term). From time to time, the Librarians may also require assistance with book covering.

SAKG

This is a regular requirement throughout the year for Grades 3 & 4 and the more people who can provide assistance the more the workload is eased. Could you please consider offering occasional help?

PLEASE COMPLETE AND RETURN to Miss O'Callaghan BY WEDNESDAY, March 24TH, or earlier if possible.

CLASS LIST

CHILD'S NAME: _____

	Mother	Father
Surname	_____	_____
Preferred First Name	_____	_____
Address/es	_____	_____
Email address	_____	_____
Telephone Number (s)	_____	_____

Is the above number silent? Yes No Yes No

CLASSROOM ASSISTANCE

Please indicate your availability this term, to help in the classroom between 11.30 and 12.30pm.

I can cannot provide help during class at this time.

LIBRARY

I cannot help in the library

I can occasionally help in the library (from 9ish to approximately 9.45am.)

I would be available on a:

Monday Tuesday Wednesday Thursday Friday

I would like to help:

Weekly fortnightly monthly twice a term once a term

Excursions

I may be available to join my child on an excursion on a:

Monday Tuesday Wednesday Thursday Friday

HELP WANTED!!!

Dear Parents

Help is required in Term 2 with Reading, Maths Tasks and Computers.

DAYS & TIMES.

Reading Groups (2 parents)	Wednesday	2.30 to 3.30
Maths Tasks (2 parents)	Thursday	9.00 to 9.45
Computer (1 parent)	Monday	1.30 to 2.30
	Tuesday	11.30 to 12.30
	Friday	11.30 to 12.30

As there are only 16 computers available, Computer Sessions will be combined with Maths Auto Response. The class will be split into two groups for this session, alternating between activities after half an hour.

DADS - Do you have flexible hours?

You may be able to help with the morning Maths Tasks sessions. (Do the Maths Task session, go to work and come home later when the children are in bed.)

We would also like to have a volunteer (or volunteers) to represent the class at the Fair organising committee.

Please complete the attached sheet and return by Wednesday March 24 to enable us to complete the rosters and forward to you by the end of the term.

Thanking you

Maryke and Helen.
Grade 4A Coordinators.

Grade Two Cocktail Party

Grade Two Class Coordinators are delighted to invite you to our combined cocktail night at:

21 John Street
East Malvern 3145
(Stuart and Carolyn Martyn's Home)



Thursday 15th July 2020

7.00 - 9.30pm

B.Y.O Wine / Beer

RSVP Friday 18th June

To your Class Co-ordinators

MURRUMBEENA PRIMARY SCHOOL
GRADE 3H

Here is the classroom roster for Terms 3 & 4 (PTO for Term 4). We have tried to accommodate all the requests and hope that the following suits everyone's needs/wishes. However, if there are any problems, please try to swap with another parent. Please note these dates in your diary now and if there are any obvious clashes, please organize to swap with another parent immediately rather than waiting until the last minute, as parent assistance in the classroom is invaluable to Mrs Hayes/Mrs Vines. Thank you all who volunteered.

TERM 3

Monday 9.00 - 10.00am Storywriting	Tuesday 2.30 - 3.30pm Reading	Thursday 9.00 - 10.00am Maths Tasks	Friday 9.00 - 10.00am Reading
15/7/19 Pansy FXXXX	16/7/19 Shar XXX Clare XXX	18/7/19 Ros XXX Kerry XXX	19/7/19 Frances XXX Cathy XXX
22/7/19 Ros XXXX	23/7/19 Caroline XXX Christine XXX	25/7/19 Steve XXX Angela XXX	26/7/19 Ros XXX Sally XXX
29/7/19 Frances XXX	30/7/19 Christine XXX Sue XXX	1/8/19 Kerri XXX Caroline XXX	2/8/19 Clare XXX Keren XXX
5/8/19 Cathy XXX	6/8/19 Christine XXX Shar XXX	8/8/19 Sarrah XXX Kerry XXX	9/8/19 Pansy XXX Keren XXX
12/8/19 Glenda XXX	13/8/19 Frances XXX Keren XXX	15/8/19 Evelyne XXX Jane XXX	16/8/19 Diane XXX Sarah XXX
19/8/19 Katherine XXX	20/8/19 Caroline XXX Christine XXX	22/8/19 Kerri XXX Katherine XXX	23/8/19 Sally XXX Clare XXX
26/8/19 Kerri XXX	27/8/19 Sue XXX Glenda XXX	29/8/19 Kerry XXX Jane XXX	30/8/19 Diane XXX Angela XXX
2/9/19 Clare XXX	3/9/19 _____(swimming)	5/9/19 Evelyne XXX Angela XXX	6/9/19 Katherine XXX Sally XXX
9/9/19 Lynne XXX	10/9/19 _____(swimming)	12/9/19 Sarah XXX Jane XXX	13/9/19 Cathy XXX Angela XXX
16/9/19 Glenda XXX	17/9/19 _____(swimming)	19/9/19 Evelyne XXX Kerri XXX	20/9/19 Sarah XXX Sally XXX