

BPS Class Rep Cheat Sheet

Thank you for putting your hand up to be a Class Rep this year! This role is a vital part of our school community as it helps families to connect and share the load of all the extra things we need to remember.

The role is what you make of it however here's some ideas as a starting point:

- Utilise the school WhatsApp Community including announcements and group chats
- Arrange social opportunities for children and their families/guardians to connect
- Coordinate class cards and/or gifts for your class teacher/s
- Meet other parents/guardians who are also Class Reps across the year levels

WhatsApp Community

New in 2024 is the Banyule Primary School WhatsApp Community. This has been created and will be managed by the Community Engagement Committee (CEC), and includes...

- **Class Chats** - group chat for parents/guardians of children in that class to connect. Class reps will be assigned as the group admins for these chats. To get started add your details to the group description, and introduce yourself in the chat. Note: new members can't see posts from before they joined the group.
- **Year level announcements** - allows group admins to post messages that apply only to that year level. All class reps from that year level will be assigned as group admins for these chats, plus at least one CEC rep.
- **Community announcements** - allows whole school reminders to be sent once to all members of the Community. Only WhatsApp Community admins from the CEC can post.
- **Class Reps chat** - closed group chat for Class Reps to receive support from each other and the CEC. Class Reps and at least one CEC rep will have access.
- **Events** - CEC run events will have group chats to communicate with those who volunteer. Managed by the CEC member leading the event, which will be listed in the group description.

Which group do I post to?

- Someone in my class group chat asked a question that I don't know the answer to
→ **Ask in the Class Reps chat - any tricky questions, ask here first!**
- There's an upcoming due date specific to the year level I'm a class rep for such as high school applications Year 6's, or bringing in a t-shirt to tie dye for S.T.E.A.M. for Preps
→ **put a reminder in the year level announcements if another Class Rep hasn't already.**

- I want to ask families to contribute to a class card and/or gift for the teacher
→ **Share the link in your Class Chat (more pointers below).**
- There's something the whole school needs to remember like icy pole day
→ **CEC will post this reminder, but if it seems like they've forgotten, pop a reminder in the Class Reps chat.**
- I'd love to organise a whole year level catch-up on the oval after school one Friday evening
→ **Ask other class reps from your year level on the Class Reps chat, and once decided put the word out to all families/guardians from the year level via the Year Level Announcements.**

Teacher Birthdays and Thank yous

Class Reps will often coordinate a class gift for teachers on occasions such as their birthday, parental leave, and/or an end of year thank you gift. These are certainly not an expectation but are appreciated.

If you choose to arrange a gift, you can manage this in the way that's easiest for you. Many Class Reps choose to use www.grouptogogether.com as it's easy to use and free. Once you set up a collection page, you can then share in the Class Chat to provide an opportunity for others to sign the electronic card and/or contribute to a gift. There's more info here:

<https://www.grouptogogether.com/how-it-works>

Each year the CEC arranges a whole school collection for World Teachers' Day in late October. The amount collected is used to hold a catered morning tea for all teachers and staff at the school with any funds leftover used to purchase items that all staff can use ie. new cutlery and crockery in the staff room. If you would like to be involved in organising this event, reach out on the Class Reps chat or email banyuleps.cec@gmail.com.

Community Engagement Committee (CEC)

The CEC is volunteer, parent/guardian led and was established in its current form in 2023. If you'd like to know more, or are interested in joining, we'd love to hear from you! Get in touch on the Class Reps chat or email banyuleps.cec@gmail.com

Thank you!

Once again, thank you for being a Class Rep - it is so appreciated! If we can do anything to make the role easier, please get in touch: banyuleps.cec@gmail.com

Banyule Primary School Community Engagement Committee