



# **ANNANDALE PUBLIC SCHOOL**

## **Parents & Citizens Association**

*Benefiting our children and their school*

### **Would you like to be a class rep?**

Class Reps are a bit like the glue that holds the parent community together. They are a vital contact point between teacher, parents, and P&C, and they help to create a social and supportive network of families in their class.

Every class needs two volunteers to act as class representatives throughout the year. You'll stay in touch regularly with your class teacher, parents and the P&C, and manage our most important P&C communication tool – the class email lists.

Being a class rep is a great opportunity to get involved in your child's class and get to know other parents. It does not require a huge amount of time, but you will need regular (daily) access to email, and we hope you can attend P&C meetings once a month.

#### **Role of the class rep**

- Gather and manage class list email addresses
- Organise informal social events from time to time to help class parents and carers to get to know each other
- Pass on regular P&C communication to class parents by email
- Request assistance with class activities and P&C events
- Welcome new parents and families to the school and class
- Stay informed of class and school news, and help other parents with questions
- At least one class parent should attend each P&C meeting.

#### **Some things you might be involved in during the year...**

- Organising a volunteer roster for your class P&C event (eg hot food day)
- Ensuring your teacher has parent support for class activities, such as reading groups
- Pulling together a class hamper or prize donations for Trivia Night
- Contributing your class parents' point of view at P&C meetings

**If you'd like to be a class rep, please let your class teacher know at the Meet the Teacher evening. We'd love to have you on board.**

**If not, we encourage you to support your class reps throughout the year by responding to their emails and requests promptly, and helping out where you can. We are all working for the benefit of our children and their school.**