



Parent Representative Handbook

2016



PARENT REPRESENTATIVE HANDBOOK

Thank you for volunteering to be a Parent Representative for your child's class this year. It is a wonderful opportunity to be a part of your child's education. As a Parent Representative you are a valued member of our school community and your time and commitment are very much appreciated.

THE ROLE

Parent Representatives play an important role in facilitating the building of our school community culture, starting from the ground up at class level.

The duration of the role is one school year.

Each class from Prep to Year 6 will have at least one Parent Representative and in some cases a shared role. The function of the Parent Representative is not formally structured and is not meant to be an arduous task.

While the Parent Representative team acts separately to the P & C, they are encouraged to assist the P & C in any way possible.

Other key aspects of the role include communication between school and parents, parents and school, support for the teacher and class activities.

PROTOCOL

Paramount to the role of the Parent Representative is the understanding of confidentiality of the parents / carers, the children and the teachers within the school community. This role requires mutual trust, communication and a willingness to promote a harmonious environment for all.

Primarily the class teacher is responsible for the children in her/his care. The Parent Representative should direct all inquiries from parents to the class teacher, Deputy Principals or Principal. The Parent Representative's role is to support the class teacher and therefore adhere to the teacher's directions. The Parent Representative does not circumvent the parent/carer/teacher relationship. If any parent has any concerns regarding their child's education,

the parent Representative must advise the concerned parent/ carer to converse with the teacher, Deputy Principals or Principal directly.

KEY TASKS:

Throughout the year the following key tasks have been identified within the role of Parent Representative:

- talk to the classroom teacher on a regular basis
 - this could include:
 - topics covered in the curriculum
 - upcoming events e.g. Easter Concert, Athletics Carnival, YAF
 - resources required e.g. stockings for a science experiment
 - promote volunteer services needed
- identify yourself to new and existing parents
- answer **general** questions parents or families may have
- redirect queries to the appropriate persons or sources
- Please note: Any complaints or concerns should be directed to the teacher, Deputy Principals or Principal where they can be constructively resolved
- meet once a term
- liaise with other Parent Representatives
- provide feedback to teachers and School Administration staff
- disseminate requests for help for whole school activities which may be made from time to time and will be through the Principal or Deputy Principals
- establish positive links with the wider community

Parent Representatives for 2016

Student	Parent	Student	Parent	Student	Parent	Student	Parent
Prep A		Prep B		Prep C		Prep D	
Blake Murphy	Debbie Murphy	Ella McKay	Patricia McKay	Indiana Finney	Mel Finney	Liam Clarke	Nicole Clarke
Oliver Justin	Natalie Justin	Liam Petersen	Debbie Petersen	Harper Manning	Tammy Manning		
Mackenzie McLeod	Elizabeth McLeod						
1 A		1 B		1 C		1 D	
Miranda Lugg	Karen Thomasz	Phoenix Torenc	Freedom Torenc	Austin Davis	Renee Davis	Kierrah Elter	Chloe Orton
	Allison Lugg	Kane Noordzy	Jen Noordzy	Jyla Mollard	Kylie Mollard	Lily Gilbert	Rebecca Gilbert
		Hudson Smits	Emily Smits				
2 A		2 B		2 C		2 /3 E	
Chase Smith	Kristina Smith	Issac Sydney	Tamara Bauer	Lucuis Gevaudan	Genevieve Gevaudan	Kooper Strang	Mrs Cieanne Strang
		Miley Benstead	Sarina Benstead				
		Dakota Potts	Donna Potts				
3 A		3 B		3 C		3 D	
Katie Slattery	Leonie Slattery	Tyrell Siulai	Emeline Ve amatahau	Rowan Hayes	Cassandra Hayes	Kai Gilbert	Rebecca Gilbert
Emily Schiffmann	Sally Schiffmann	Issac DeLange	Tabatha DeLange	Maverick Torenc	Freedom Torenc		
Tiarna Mollard	Kylie Mollard	Paige Bullock	Victoria Bullock	Kaden Clarke	Nicole Clarke		
		Hayden McLeod	Elizabeth McLeod	Lorena Carroll	Marilyn Carroll		
				Lucy McKay	Patricia McKay		
4 A		4 B		4 C			
Noah Shapland	Helen Shapland	Ciana Sigley	Shelly Sigley	Emily Contos	Susanne Contos		
5 A		4/5E		5 B		5 C	
Joshua Petersen	Debbie Petersen	Kobe Benstead	Sarina Benstead	Calistana Siulai	Emeline Veamatahau	Ethan Newcombe	Kristen Newcombe
		Stephanie Petersen	Debbie Petersen			Ryley Schiffmann	Sally Schiffmann
6 A		6 B		6 C		6 D	
Augustina Siulai	Emeline Veamatahau	Melissa Bullock	Victoria Bullock	Alyssa Curd	Kymberleigh McLeelan-Thompson	Jacob Sydney	Tamara Bauer
				Lochlan Schiffmann	Sally Schiffmann	Zane Benstead	Sarina Benstead
				Jake McKay	Patricia McKay		
				Frazer Gilbert	Rebecca Gilbert		