



St. Anne's School
ALDERNEY

Parent Year/Class Representatives

Job Description

Aims:

1. To help build and maintain clear communications between the parents/carers and teachers of each class/year group.
2. To help the SLT and staff team to build a sense of community and to foster positive parental partnerships
3. To introduce new families to other parents/carers in the class/year group and help integrate them into the school community in association with teachers

The job is primarily concerned with building and maintaining a sense of community within the primary school and providing a valuable link between the teachers and parents/carers of each class/year group. To ensure that we encourage a culture of impartiality, only one parent in a family will be able to put themselves forward. If we have more than one nomination for a given year group, parents for that Year group will be invited to take part in a ballot.

Tasks:

1. Attend the new Parents' Evening for Reception parents/carers at the end of the summer term.
2. Help recruit parent/carer volunteers for activities and events throughout the year i.e. accompanying school trips, assisting with school productions (costumes, make-up, props etc.), helping with sea swimming, cookery/craft lessons, school fetes etc. These will typically be 'one-off' events. Parents who wish to help in school on a regular basis should contact the Deputy Head or the PTA.
3. Introduce new families to other parents/carers in the class/year group and help integrate them into the school community in association with the teachers.
4. Help to manage/maintain year group Facebook pages, adding content to aid communication with parents/carers as appropriate and at the request of the Head Teacher or Deputy Head Teacher
5. Meet each half term with the Deputy Head Teacher to discuss issues relating to the role of class/year representatives.

Communication with DHT:

A WhatsApp group will be set up to allow communication between reps and the DHT for matters that are not confidential. Emails may also be used if WhatsApp is not appropriate.

Introduced by WW July 2022

Dealing with Complaints:

The issues involved in the above role are largely of a social nature. Parent representatives are expected to support their fellow parents. However, if parents have problems with the school, the parent representatives must ask them to use the correct lines of communication. In the first instance parents/carers should speak to the class teacher with any concerns or queries, if this is not possible or appropriate, parents/carers should speak to the Key Stage Leaders, then Deputy Head Teacher or Head Teacher. On occasion, the Parent Representative may feel it appropriate to bring a concern directly to the Deputy Head Teacher without having to discuss any specific or confidential details.

Confidentiality:

It is important that Parent Reps understand and respect the need for **complete confidentiality**. Sensitive matters relating to individual children or families should not be discussed outside of the Parent Rep group.

Please remember that there is always someone at school to discuss any issue with parents relating to the education of their child or the school in general. The school encourages all parents to raise any problem directly with the school, rather than discussing the issue outside of the established lines of communication.

If you require any further information or clarification please speak to the Deputy Head Teacher.