



## USI Parent Representative

The Objectives of the USI Parent Society are to:

- Foster a positive and supportive school community by developing relationships between the school, parents and others associated with the school.
- Engage in activities which support the school and advance the education of the students attending.
- The USI Parent Society shall not involve itself with the day-to-day running of the school.

Parent Class Representatives serve a role in maintaining good communication between parents, while also being a valuable resource to the teacher and the class.

The class reps also facilitate the social interaction among families in the school community, including induction of new families, and provide support to the school Leadership Team.

Parent Class Representatives engage parents and build social networks within the school by functioning at class level and facilitating engagement of all parents in the school. Examples of this are:

- facilitating and/or providing details of any opportunities to meet socially
- seeking parent involvement within the class as requested by class teachers or when volunteers are required for whole school events

There are key school events that rely on the parent community for input, donations of time and resources and provide occasions for families to meet, mix and have fun. The class rep will keep you informed of such events and will coordinate any responses to specific requests made by class teachers. These may include:

- charity days - fund raising events for charity
- school performances and exhibitions
- support at future Parent Association events
- Sports week

Class reps will introduce themselves to parents, request parent contact details and compile a class contacts list.

The class rep will create an official class WhatsApp group containing only the names of parents in the class who wish to take part. Please do not include the class teacher as the Class Rep will feed back directly to the class teacher.



Other non-official WhatsApp groups will not be recognised by the school.

Any parent information gathered through this process will be considered confidential and only circulated to those people directly involved with this programme.

Any parent(s) not wishing to disclose their contact details to the class rep will be kept informed of events and activities through the normal school channels such as the newsletter, Tapestry, etc.

### **Terms of Reference for Parent Class Representative (PCR)**

1. Parents will nominate themselves and will take responsibility for running and managing the WhatsApp group– we ask that the content is student focused only, reminders and helpful notices, playdates etc.
2. The main purpose is to facilitate a good flow of communication from the school and to help organise and facilitate school events on behalf of the class
3. You will have a positive approach to this role and be an advocate for the school, ensuring any problems that arise are passed to the correct people.
4. The PCR should represent the suggestions of the class majority and not his/her own individual agenda nor that of any minority
5. You will take responsibility for communicating information to your class parents and families. At times, the class teacher or Head of School may ask you to support key messages being shared.
6. For more serious issues, problems, or complaints, you will communicate to the Head of School.

The class reps will also be a part of our USI Parent Society. The Class reps will attend the association meetings regularly to relay back information.

If the PCR, or a section of the class parents, is believed to have acted against the remit and conditions of these terms, the Head of School reserves the sole right to remove the PCR and/or disband that class group.

We look forward to working with you and please remember that our door is always open. We want to listen to you and work together to build a strong school community.