



Randwick Public School Class Parent Coordinator Outline

The primary function of this position is to encourage Randwick School families to participate in Randwick School life and open channels of communication electronically via the class teacher to the class families.

The Class Parent Coordinator and Contact List Process

Teachers usually collect most of their class parents contact details at the Teacher/Parent Information Night held at the beginning of Term 1. Teachers will ask if a parent is available to take on the role of class parent coordinator for the year. Following a note may be sent home to collect any outstanding information in order to compile the email contact list.

After the Information Evening the nominated Class Parent Coordinator assists their teacher by compiling an electronic list of parent contact details.

Outline of the Class Parent Coordinators Role

Class list contact details may only be used as indicated in the following information. Thank you in advance for cooperating with regulations set by the school and privacy laws.

What are the Class Parents Coordinators Guidelines?

1. Class Parents Coordinators may only forward information directed to them by their Teacher, Deputy Principals, Assistant Principals & Class Parent Coordinator Assistant.
2. Most importantly when forwarding notices to a class list, all the addresses should be placed on the Bcc bar this will keep emails efficient and will avoid the dreaded reply all accidents. See example below.
3. No advertising no matter how great the sale or the cause. Please contact the school office if you require to distribute any sort of advertising. At no time may class list information be used for spamming or advertising of any form by anyone.
4. The P&C committee will inform Class Parent Coordinators of upcoming P&C events and ask for the email to be forwarded to the class list.
5. Be courteous and positive in all your correspondence.
6. All notes sent to the class must be only directed by your Teacher, Assistant Principals, Deputy Principals or Class Parent Coordinator Assistant, with an exception to morning tea and P&C notices. If in doubt just ask.



7. The Class lists is helpful for gatherings, play dates and parties. Class list may be shared with all parents from that class only after a Class Parent Coordinator has sent an email in advance to give any class parent ample time to change or remove any details they wish before class distribution. This process is necessary in keeping with privacy laws.

8. Randwick parents are treated to morning tea once a week at the Parents Room. These teas are hosted by different classes.* Class Parent Coordinators will also be encouraged to assist their Teacher with Multicultural Lunch on Harmony Day.

*It is understandable that you may not be able to be present at every school function/ activity. When you are able to, your participation at these events will always be greatly appreciated

Suggestions for Class Parent Coordinators from Kindergarten to Year 2

If you wish to organise social function outside of school at a safe environment for children please follow the advice below. The safety of the children while the parents chat must be guaranteed, for example a park with surrounding gates. This allows you to calmly meet and chat with the parents of your children's friends. Such functions can also coincide with the schools fundraising. For instance the parents from your class could get together at the school's Trivia Night and form one table or two.

Friendships and acquaintances are often formed by Year 3 and the number of functions usually decreases. There are no rules; you can do what feels right for your year.

There will always be new parents and families coming to the school, across all the grades, which will need to feel included. Send a note of welcome to new families who may arrive during the year

Please Remember

We are all volunteer parents giving up our time to benefit our children and the school.

We are made up of stay at home parents, part time, full time working parents and studying parents. Even grandparents have been known to help out.

Please communicate respectfully with each other and other parents at all times and we can continue to grow as a happy community.

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