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# Ithaca Creek State School Parent Representative



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## ROLE AND RESPONSIBILITIES

### ROLE

Parent Representatives are an integral part of our school community who:

1. support home-school relationship by liaising between the teachers and parents of their nominated class
2. provide encouragement to other parents in the class to participate in classroom and community volunteering opportunities
3. welcome new families by making themselves known to new parents and help them transition into the Ithaca Creek State School Community.
4. organise social gatherings such as coffee mornings, family park outings or parent evenings to help build friendship networks within the community
5. support parents who are not able to be on the school site regularly due to work or other commitments so they are informed of class and school activities
6. assist the PandC Events Committee with communications and event volunteer rosters
7. coordinate assistance for families in need

### RESPONSIBILITIES

As a parent representative ***we ask that*** you:

1. prepare, maintain and distribute the class parent contact list to parents
2. attend the Parent Representative meetings with the school Principal
3. maintain confidentiality and protocols of electronic communication
4. have fun and enjoy the contribution you make building and strengthening the school community

We ***do not expect*** you to:

1. be a mediator between parents and the School.

### SUPPORT FOR PARENT REPRESENTATIVES

Ithaca Creek State School Staff who are here to assist you in your parent representative role include:

1. Your class teacher
2. The Administration Team
3. The Principal – Eunice Webb
4. The P&C Executive
5. The Parent Representative Committee

### COMMUNICATION

Ways in which you can communicate with each other and to parents:

1. parent representative e-contact address [parentreps@ithacacreekss.eq.edu.au](mailto:parentreps@ithacacreekss.eq.edu.au)
2. class parents via the class e-contact list (given to each parent rep)

### Parent Rep Meeting Dates 2X Term (Time to be negotiated with Parent Representatives)

\*Generally just following the monthly PandC Meeting

**IF YOU SEE YOURSELF ENJOYING THIS IMPORTANT VOLUNTEER POSITION PLEASE ADVISE YOUR CLASSROOM TEACHER VIA EMAIL (PLEASE PUT PARENT REPRESENTATIVE FOLLOWED BY TEACHER NAME IN THE SUBJECT LINE) TWO PARENTS PER CLASS ARE PREFERRED. IF MORE THAN TWO PARENTS RESPOND THE PARENT REPS FOR THE YEAR WILL BE ON A FIRST-IN BASIS.**