



Mayfield State School

Class Parent Reps (CPR)



As one of our three guiding principles, our **community** plays an essential part of what makes Mayfield State School the best little school in Brisbane. Class Parent Representatives (CPRs) play an important role in maintaining the tight community links at MSS. This handbook aims to provide our reps with a role description, information about activities and further details of the role.

[What is a Class Rep?](#)

[How do I become a Class Rep?](#)

[The CPR Role...](#)

[What should I do first?](#)

[Can I do the CPR role alone?](#)

[Can I share the CPR role?](#)

[Why is there a CPR organiser?](#)

[Is the CPR program part of the P&C?](#)

[How should I communicate with parents?](#)

[Who should I contact if I need an answer?](#)

[Class Rep meetings and do I have to attend?](#)

[Do I have to arrange social events?](#)

[Do I have to 'supply' volunteers?](#)

[Do I have to volunteer for other things?](#)

[Do I have to 'meet' donation targets?](#)

[If I'm going to be away and can't communicate?](#)

[Confidential Info?](#)

[What if conflicts arise?](#)



REACH for the sky

'Empowering curious and independent learners in an inclusive and future-focused environment'



Resilient



Engaged



Accepting



Collaborative



High Achieving



What is a Class Parent Representative?

At Mayfield State School, we deeply value the role that our parent and wider community plays in our students' education. This role, also known as a Class Rep, CPR or Parent Rep, is an important link in continuing to implement and embed this guiding principle. A CPR is a parent, or parents, from a school class that promotes parent involvement in our school community and facilitates communication. As a parent representative you are a valued member of our school community and your time and commitment are very much appreciated.

How do I become a Class Rep?

You can nominate to become a Class Rep by providing your name, contact email to your class teacher. At the parent information session at the beginning of each year your class teacher will ask for who is interested in fulfilling the role for the year.

We hope to have a CPR in each class by the end of Week 4 of term 1. If you have nominated but not heard from your teacher by this time, please contact us in case your nomination has gone missing.

The CPR role...

- Receive the approved email addresses for the parents in your class from your class teacher.
- Always CC your class teacher into communication to ensure a shared understanding of the communication sent out to parents
- Contact new families on arrival and welcome them to the school community.
- Assist in communicating information regarding donations and organising volunteers for extra activities at school or excursions
- Encourage and provide opportunities for parents to be involved in school life. Support them and their family to feel that they are a valued part of their child's school community e.g. by assisting the school and P&C with fundraising events and helping the teacher in class if required.
- Organise opportunities for parents in your child's class to meet socially e.g. morning tea event, informal social gatherings such as a coffee morning at a local coffee shop or a class weekend play date in a local park.
- Be supportive of school staff and our whole school vision – Empowering curious and independent learners in an inclusive and future-focused environment
- Meet termly with the parent rep organiser (principal) for feedback and suggestions to refine the role – this can be done face to face or via Zoom
- Keep in contact with your teacher to discuss class needs and any areas they need help e.g. distributing information
- Provide a termly communication to your class regarding activities within the school and a reflection of experiences the class has been a part of
- Arrange end of year gifts to teachers for those parents willing to contribute as appropriate

What should I do first?

Once you have been confirmed as a CPR, there are a few suggestions on what you could do to get started.

- Talk with your class teacher and any CPR partner to discuss the specific role you will perform for your class and make some plans
- Follow up with your class teacher for the class list of those families who were happy for you to have their contact details – this may take a week or two to make sure everyone has had the opportunity to contact your class teacher
- If the class teacher has not been able to provide a list of names by the end of week 5, please contact the school principal to follow up
- Contact the parents on your class list to introduce yourself

- Consider organising a class social activity (e.g. a play at the park after school)
- **NB:** It is important that class teachers see all notes being sent home before distribution that are not initiated by the school or P&C

Can I do the CPR role alone?

Yes, in fact, that is how the majority of people have maintained the role in the past. You can arrange one or more social events sometime in the year. The main thing is to have fun and distribute information, while meeting new people and making new friends.

This role can still be done by someone who works full-time or unable to come to the school. Most communication is via email, so you certainly do not need to be on school grounds to know what is going on.

Can I share the CPR role?

Yes, you sure can. Through an agreement with the approved parents from the class teacher there have been a variety of ways this has been done in the past:

- The first person who has time sends on the communication from the class teacher and P&C
- The role is swapped on a per term basis.
- Have one person as the social co-ordinator and another who forwards the email communications from the school, P&C or class teacher.

There is no right or wrong way – just have a chat with your CPR partner and see what works for your circumstances.

Why is there a CPR organiser?

Teachers are very busy people and sometimes there is a need to ask questions about the role, provide suggestions to refine the role or seek support if there are difficulties in performing the role in the way it is intended.

We have found that it is easiest to have a member of the leadership team oversee the CPR program to ensure consistency and that our parent reps have a support network. This year it is the school principal, contactable at principal@mayfieldss.eq.edu.au

Is the CPR program part of the P&C?

No, the CPR program is not part of the P&C. It is an independent communication group that supports the P&C and school. The school principal is your main point of contact. We encourage people to join the P&C Association to help follow the plans for our school, however it is not compulsory.

How should I communicate with parents?

Your role as a CPR is to receive information and communicate it to the class list. If you receive any constructive feedback on any issues regarding the class, please remind parents they are to contact the class teacher directly. If there is feedback or suggestions about the effectiveness of the CPR role, please bring this to the attention of the school principal.

It is also important that the dissemination and collection of information occurs in a timely fashion. Email is useful for this purpose.

Where group e-mails are required to be distributed, please ensure you 'BCC' all e-mail addresses to ensure parent privacy is maintained.

We remind you that all communication is to be:

- objective and factual
- addressed to all guardians who have provided their details to you
- related to school matters only
- CCd to the class teacher(s)

Any communication from yourself or parents to promote a business or personal interest is forbidden. This forum is purely to promote school or P&C events or volunteering opportunities along with community and culture building and is not to be used to benefit or promote any individual, business or religion.

Who should I contact if I need an answer?

The Parent Information Handbook is a valuable source of information which covers a variety of issues from absence from school, behaviour management, daily needs as well as homework, parking around the school and how you can help out.

The school's website (www.mayfieldss.eq.edu.au) is another valuable source of information. Here you can find the latest news, current and past newsletters plus links to key information.

The school also has a comprehensive fortnightly newsletter which is emailed electronically directly to parents and community members. The calendar within this newsletter allows any user to add calendar events directly to the device it is being viewed on.

If you cannot find what you are looking for, please feel free to contact the CPR Organiser, the principal, at principal@mayfieldss.eq.edu.au. If we are unable to answer immediately, we will contact the various P&C and school administration staff to find out the details you require.

Class Rep meetings and do I have to attend?

As part of the CPR program we generally meet once per term. These meetings are generally in the evening and include wine and nibbles. Meetings are not compulsory and can be joined via Zoom – they are simply an opportunity to meet with other Class Reps and discuss what is working/not working for you and to provide insights to other representatives. These meetings are also used to canvas ideas and opinions on things around the school.

The first meeting of the year is usually the most useful as we use this to explain the role, provide ideas if you are struggling to gather contact details, etc and provide tips for social events.

Do I have to arrange social events?

No, you do not have to, but social events are encouraged. They help create a sense of belonging, a sense of community and allow parents to network with other parents/guardians.

A great way to get to know each other and the children your child is friendly with is to have an informal social gathering. You might have a picnic/play-date in a local park, catch-up at a local coffee shop, go out to dinner at your local, celebrate with a mother's day event, or a special event like the Melbourne Cup Day. There are many possibilities!! Why not contact the P&C and see if there is an option to make this a whole school parent event where funds could be raised while also building connections with other families?

Do I have to 'supply' volunteers?

No. You may be asked to request volunteers for certain events and activities however you do not have to coerce or hound anyone to help.

The school community is always in need of people to help with events and even simple things like reading groups, watering gardens and helping at swimming lessons. Your role as a CPR is to distribute information requesting help at events and activities but you will not be expected to recruit, train or co-ordinate volunteers.

Often signing up to volunteer at events as an individual can be a daunting task. If you can assist in bringing the class together, using a buddy system to volunteer for school and P&C events, this would contribute to our three guiding principles. It is also widely researched that seeing parents and families involved in education and school events contributes to a student's perception of education and ultimately outcomes of students.

Do I have to volunteer for other things?

Life is one busy, endless cycle and the volunteer roles you take on need to work around this. You are very welcome to take on other volunteer roles in our school community however becoming a CCPR does not mean that you are automatically signed up to anything else.

There may be times when your class or grade are asked to take on specific responsibilities. Should this occur, please remember your role as a CPR is to distribute information. You should not feel pressured into stepping up for everything or to step in should others be unable to meet their commitments.

Do I have to 'meet' donation targets?

Absolutely not. If your class has been asked to donate time, money, presents or other items and have been unable to meet any form of target, this is OK. Any donations to our community is of benefit and the CPR role is to distribute the information, not to donate extra time or money.

What should I do if I am going to be away and unable to communicate with my class parents?

If you are lucky enough to be heading away there are several options available to you to allow communication to continue to flow:

1. Ask your teacher if they can send out any details (if they accept please notify your class teacher so they can ensure the right person receives communication for the duration of your leave)
2. Ask another class parent to send the information on your behalf (if they accept please notify your class teacher so they can include them on the programs email list for the duration of your leave)
3. Notify the class teacher that you have not been able to find a replacement and they will send any CPR emails directly to your parents during your leave.

What do I do with confidential information?

As the CPR for your class, other parents may discuss with you particular concerns/problems they have. If you feel there is a need to discuss anything further, please **ensure it is with the appropriate person**. If you are unsure, please contact the school principal. If it is of a **confidential nature** be sure to **maintain that confidentiality at all times**. Please refer back to your Volunteer Mandatory Training for further advice.

What do I do if conflicts arise?

Never try to resolve situations of conflict. If you find yourself faced with something you are not sure how to deal with contact the teacher or the Principal for advice.