

Class Representatives and Parent Volunteers play a very important role in the life of the school. Each year we invite parents to become involved in activities which interest them and provide an opportunity to meet and work with other members of the school community.

What is a Class Rep?

Class Representatives are a vital link between the school and parents, the Community Groups and parents, as well as between parents at your year level.

Each year level or class at both Tintern Schools campuses should have at least one representative who will make themselves known to the parents of their year level.

Assisted by the Community Relations Office, the primary responsibility of the Class Representative is to co-ordinate the annual parent year level function. Additional social activities such as coffee mornings or movie nights can be arranged at any time throughout the year.

The Class Representatives should make every effort to meet all the parents at their year level and endeavour to stay in touch. Should a new family arrive during the year, the Class Representative is asked to make contact with the family, and if possible arrange to meet the President of either Tintern Association or Southwood Parents' Club.

The committee Presidents may call upon the Class Representatives to assist with sourcing volunteers for events or activities.

The Community Relations Office might, on occasion, call upon Class Representatives to assist in the promotion of an event or activity through the distribution of flyers, posters in the classrooms or word of mouth.

If a Class Representative is approached by a parent with a concern or complaint, the Class Representative should direct them to the Head of School. It is not the responsibility of the Class Representative to act as a conduit for parent complaints and issues.

Class Representatives will be supported and guided by the Community Relations Office and Presidents of either the Southwood Parents Club or the Tintern Association.

School Community Volunteers

We know that most parents lead busy lives but occasionally some have time to spare and are happy to assist with activities such as; labelling and filling envelopes; counting money; preparing banking; data entering; wrapping gifts for the Mother's and Father's Day stalls; meeting and greeting visitors on Open Day; helping set-up for parent organised events; delivering leaflets advertising school activities; help in the library etc. etc

If you would like to have your name and contact details placed on the School Community Volunteer Register please complete the form below – we will contact you and give you the opportunity of participating.

Appreciation

The work that Class Representatives and parent volunteers do for the school is very highly valued by the School Council, Principal, staff and students. Parent interest and involvement in the life of the school has a very positive effect on the students. We thank all the class representatives and parent volunteers who give so generously of their time and talents.

Being a Class Representative and/or a School Community Volunteer is a great way to meet other parents and extend your friendship group.

Di Lacey
 Community Relations and Development Manager

Return To: Community Relations and Development Office, P O Box 26, Ringwood East Vic 3135
 Phone: 9845 7877 Fax: 9845 7715 Email: development@tinternschools.vic.edu.au

TINTERN SCHOOLS CLASS REPRESENTATIVE AND SCHOOL COMMUNITY VOLUNTEER PROGRAM 2008

I/We would like to volunteer for Year Level/Form _____ as a Class Representative for 2008
 a School Community Volunteer

Name: _____ Name: _____

Daytime Phone _____ After Hours Phone: _____

Email: _____ Students Name(s): _____

I am happy to help with: _____

