

# **St Catherine's Catholic Primary School**

"Loving and Learning Together as Jesus taught us"



## **Class Parent Rep Handbook 2023 - 2024**



## **Class Parent Partnership Handbook 2023 - 2024**

The role of the Class Parent Representative (CPR) is to promote parent involvement and work in a supportive partnership with the staff in St Catherine's Catholic Primary School.

***Together we will ensure our children have the very best learning opportunities at St Catherine's, so that every individual achieves their very best!***

As a CPR you are a valued member of our school community and your time and commitment is very much appreciated by the staff and governors in the school. Each class has one parent rep – two reps in each year group to share the role, so you are not alone in carrying out this crucial role. This handbook provides each parent representative with the terms of reference for this academic year.

### **Tasks and Roles of a Class Parent Representative**

- Welcome new parents and assist them in getting to know other parents and feel part of the school community.
- Provide opportunities for parents to feel they are valued members of the class community by ensuring they are aware of any informal social gatherings such as coffee morning at school or at a local coffee shop or an after school or weekend play date in a local park.
- Create a class contact list (with permission from each family) for families who would like to share their contact details with the rest of the parents in the class.
- Support and encourage parents to be involved in school life eg. Christmas & Summer Fairs, Quiz nights, and other class or school fundraisers.
- Meet with the teacher as necessary by appointment to clarify class needs and discuss ways to support each other so that children experience a productive year.
- Drum up support when the teacher needs help with school trips or events.
- Communicate with your Class Representative Partner from the other Year group class; communicate with your class teacher and the other parents regularly in a supportive and constructive manner.
- Actively support the schools procedures and policies – have a lead by example approach.
- Bring and discuss any new initiatives to the meetings eg ideas for clubs

- Ensure that the general views of parents from each class are represented as oppose to the views of one parent.
- Feedback on events/ occasions and teaching and learning opportunities with a WWW/EBI approach “What Went Well / Even Better If...)
- Feedback via email to parents discussion points from the partnership meetings after confirming them with the HT first. (Decide as a group who does minutes?)
- If agreed by the class, collect voluntary contributions on the behalf of the parents at events/end of year

### **What the role should not be used for:**

- Bring forward individual parent/ child issues. This should be addressed through the normal procedures - in the first instance see the child’s class teacher
- Bring the views of one parent to every meeting. Please direct individuals to a member of the School leadership Team who would be happy to meet with the parent on a one to one basis.
- Replace the Schools Complaints procedure
- Use the time to discuss your child’s individual needs
- Bring your own personal views
- If any class parent representative is using their role to engage in or drum up support for criticisms or complaints about the school staff or school procedures they will be asked to step down from their position.
- If contributions from individual class reps are consistently of a negative nature they will be invited to discuss their understanding of the role with the Head and a Deputy.

### **When do we meet?**

- Once every half term

### **Who attends the partnership group?**

- Whilst each class will have one class parent representative, only one rep from each year group shall attend the meeting so that meetings are manageable within the one hour time frame. Both reps from each class are welcome to attend the first meeting.
- Parents can decide between them which of the 2 class representatives will attend
- The Headteacher and Deputy Heads will attend all meetings and when possible the remaining members of the leadership team will join us.

## **How does the school communicate with parent partnership representatives?**

- Teaching & Office Staff: will communicate with parent reps by email and texts
- Headteacher and Deputy heads: will communicate by telephone calls. There may be informal chats where possible in person, or messages in the school newsletter and the school website

*The school will provide a list of the Class Parent Representatives for each year in the newsletter*

## **Meeting Procedures**

Class Reps are asked to send in suggestions for discussion no later than the **Friday** before the scheduled meeting.

The first meeting of every year will be to welcome you and to induct you to your position.

Not all suggestions will automatically be on the agenda as they may be addressed via the newsletter.

The Headteacher will notify Class Parent Reps in the newsletter of planned meeting dates which will usually be on **Wednesdays at 8:30am in the school hall**. They may also be held virtually on Teams if appropriate. Meetings will be approximately 45-60 mins long. They cannot be any longer than an hour. Any items suggested but not discussed may be carried over to the next meeting where it is felt appropriate.

## **Further meetings will be to:**

- Address general issues or seek clarifications on systems or procedures.
- Suggest possible solutions or alternatives to any situation that arises
- Suggest ideas that would enhance the children's experience at St Catherine's
- Be our critical friend whilst remaining positive

## **What to do with any concerns and complaints.**

As a Class Parent Representative, parents may discuss with you particular concerns or problems they have. Please direct them to the class teacher in order for these concerns to be addressed. You are not a spokesperson for these issues. If it is of a confidential nature, please be sure to maintain that confidentiality at all times. Never try to resolve situations of conflict or get involved in the conflict. If you find yourself faced with something you're not sure how to deal with, contact the class teacher or speak to the Headteacher for advice.

## **Code of Conduct**

To be a successful Class Parent Representative you need to communicate with your CPR partner, teacher and other parents regularly. This is a very privileged role and should be carried out within the ethos of our Mission Statement.

The Headteacher reserves the right to ask any parent representative to step down from their role if their words and actions impact negatively on members of the school community or the reputation of the school.

## **Data protection and confidentiality**

Class Parent Representatives will be provided with email addresses from individual parents from their class. This is sensitive personal information and must be handled confidentially. St Catherine's recognises and respects the privacy of all members of the school community and is committed to protecting the privacy of all our families. Please ensure that when sending class emails, all addresses are entered in the 'BCC' box in order to guarantee that email addresses remain private and are not seen or accessed by the other recipients.

Please enjoy your Class Parent Representative role and know that your contribution is valued.

The Deputy Heads and I look forward to working in partnership with you this academic year.

*Maureen Kelly*  
Headteacher

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## **Class Rep Procedures & Data Protection and Confidentiality Commitment**

I confirm I have read the above document and will abide by its contents including the code of conduct and the data protection and confidentiality procedures.

I will ensure my emails will be sent to parents using the Bcc function only. I will not pass on any email addresses to any third party.

Signed

Print

Date