



## *THE FRIENDS' SCHOOL PARENT YEAR GROUP REPRESENTATIVE*

### *PURPOSE AND ROLE DESCRIPTION*

POSITION HOLDER:	The Friends' School Parent Year Group Representatives
POSITION REPORTS TO:	Director of Community Engagement
CLASSIFICATION:	Voluntary

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### **PARENT YEAR GROUP REPRESENTATIVES**

The Friends' School Parent Year Group Representatives (Representatives) are a selection of parents/guardians from each year level at the School from Kindergarten to Year 12. They work together and with the School, to foster community spirit and connection amongst the parent community and with the School.

### **PURPOSE**

The purpose of the Representatives is to foster the growth of the Friends' community, with the assistance of The Friends' School, to:

- o encourage meaningful and inclusive communication in the school and assist in the development of the School community;
- o communicate relevant and useful information to the parent community;
- o enhance the quality of relationships within the school between teachers, parents and the children;
- o support connections between community members and the School;
- o be advocates for the School and its Purpose and Concerns statement.

The function of the Representative is not formally structured and is not intended to be a laborious task.

Each year group within The Friends' School will have at least one Representative and ideally have 2 to 4 Representatives.

### **DURATION / TERM**

- a Representative will commit to a term of one year with the option to continue the role into the following year and beyond;
- when vacancies arise, a Representative will call for expression of interest, which will include sharing the relevant role and purpose statements;
- a Representative will advise the School of any new Representatives when they are accept the role;
- if a Representative decides to resign from the role, they should advise the School and the other Representatives in their year group.

### **DUTIES / RESPONSIBILITIES**

The function of the Representative is not formally structured and is not intended to be a laborious task.

Each year group within The Friends' School will have at least one Representative and ideally have two to four Representatives.

Parents' Year Group Representatives aim to:

- promote communication between the School and the parents/guardians;
- compile a family contact list for the class group via the correct school protocols in conjunction with the [Privacy Policy](#);
- welcome new parents and assist them in engaging with other parents to feel part of the school community;
- arrange welcome events and other parent/child social events throughout the year enabling families to feel connected to the school community. Some examples include:
  - Parent Dinner/Drinks
  - BBQ / Park catch-up
  - Disco
- act as a contact person for the parents in your year group and provide basic information to what is happening at the School;
- highlight and communicate important information specific to the year group (I.e assembly details, excursions, upcoming school events etc);

- participate in planning activities with other Friends' community Committees and the School;
- monitor and moderate the Parent Year Group Facebook group or other relevant social media year group pages.

The Parent Representative does not circumvent the parent/guardian/teacher relationship. If any parent has any concerns regarding their child's education, health or wellbeing, the Representative must advise the concerned parent/guardian to engage with the relevant teacher, tutor, Head of School, Deputy Principal or Principal directly.

### THE PERSON

- A Representative should be inclusive, empathetic and approachable;
- A Representative will be an individual who enjoys connecting others, or who is adept at organising events or has sufficient social media and technical skills to create events, polls, and flyers etc, or the willingness to learn;
- This role requires mutual trust, communication, and a willingness to promote a harmonious environment for all.

### COMMUNICATION

Predominantly communication is delivered via Facebook Groups and email.

The Representative will review and accept new members. It is important that member requests are vetted with the School to ensure that the individual's child is at The Friends' School and enrolled in the correct year level. Representatives are responsible for removing parents of children who no longer attend the school.

The following guidelines and rules assist in making any group communication page or platforms a safe, secure and welcoming environment.

- Representatives should at all times be respectful of the privacy of others and act with integrity in line with the School's [Purpose and Concerns](#);
- Family information will **not** be shared unless permission is given by the family. Most year groups have a parent contact list, whereby, if completed indicates the family is comfortable sharing their personal contact information;
- Representatives must ensure that Facebook group page rules are up to date (see Appendix).

### **CONDITIONS OF ENGAGEMENT**

All appointments are made subject to completion of the School's Volunteers Registration online form which can be accessed at:

<https://www.friends.tas.edu.au/community/volunteers/>

### **FURTHER INFORMATION**

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## Appendix

### ***Purpose of the Facebook group page***

This xxx Group page is to assist parents and guardians to foster connections amongst the year level, welcome new families and to facilitate social events throughout the year. It is also a platform for placing reminders and asking questions about student activities and school events. It's a handy way to keep connected and up-to-date.

### ***Be kind and courteous***

We're all in this together to create a welcoming environment. Let's treat everyone with respect. Healthy debates are natural, but kindness is required.

### ***No hate speech or bullying***

Make sure that everyone feels safe. Bullying of any kind isn't allowed, and degrading comments about things such as race, religion, culture, sexual orientation, gender or identity will not be tolerated.

### ***Respect everyone's privacy***

Being part of this group requires mutual trust. Authentic, expressive discussions make groups great, but may also be sensitive and private. What's shared in the group should stay in the group.

### ***Breaking rules***

Report page rule-breaking. If you see a post/comment that violates our rules, report it to the admins — DO NOT verbally attack the author of said post/comment.

### ***Crime alerts***

No crime alerts. The Head of School, Deputy Principal and/or Principal must be alerted of any suspected crime or crimes, and it must not be reported or discussed on this page.

### ***Current Parents***

The page is for current parents (of the year group). Parents who no longer have children in the year group will be removed from the Facebook Year group by the page administrators.

### ***Photos/videos***

As per the School's media permission policy, 'Parents/carers, students and invited guests who photograph, film or record school activities must only do so for their own personal use and not publish the images in any form, including on social media, without the prior consent of persons whose children also appear in the images.'