

Rathfarnham Education Together National School Parents Association Committee



Guidelines for Class Reps

Each class has two parent/guardian representatives on the Parent's Association Committee. The Class Rep role is primarily a communication link between parents and guardians and the PA Committee, ensuring that suggestions, ideas, issues and concerns are relayed to the PA Committee if appropriate and resolutions are fed back to the people who raised them. Class Reps also facilitate communication of information from the PA Committee, Class Teachers, School, the National Parents Council and Educate Together when required.

Some of the tasks undertaken by class reps are outlined here

- Collation and upkeep of a contact sheet of all parents/guardians in the class (suggestion to use Bcc for emails to classes)
- Monthly Committee Meetings
- Gathering volunteers for Class trips when required
- Communicating information from Class teachers
- Maintaining communication with parents in class regarding issues they would like brought to the PA Committee
- Coordination of parent volunteers when needed, through the class contact sheets and the 'Your Children, Your School, Your Time' project
- Supporting PA and School Activities during the year
- Welcoming new parents
- Promotion of good relations among the school community

Parents and guardians should be aware that certain issues that may be raised should be referred directly to the Class Teacher, Principal or Board of Management as they are beyond the remit of Class Reps or the Parents Association and that clear guidelines can be found on the school website regarding this. It is unreasonable and inappropriate to ask or expect Class Reps to deal with issues surrounding parents/ teachers/ children/ school policies or to ask them to approach a Teacher, the Principal or Board of Management on behalf of a group of parents regarding concerns.

These may include such matters as

- Complaints
- Policy matters
- Concerns around individual children

If Class Reps are ever unsure about any aspect of their role at any time – please don't hesitate to contact the Chairperson or another member of the Parents Association Committee.