

ST JOSEPH'S PRIMARY SCHOOL – QUARRY HILL

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Class Representative Role Description 2026

What is a Class Representative?

Class Representatives ('Class Reps') are parent/carer volunteers from each classroom who provide a link between the classroom teacher, the school community and families in the class.

Your child meets and makes new friends across their journey at St Joseph's – and so can you. Help your child/ren build strong relationships and learn how you can play a role by connecting with the school community, and especially other parents and carers.

How it works

At the end of each school year, the school will ask for parent/carer nominations for Class Reps for the following year. Each class, from Foundation to Year 6, will have at least one representative.

Once Class Reps have been finalised, the Wellbeing Team will arrange a meeting with all Class Reps to outline their role and discuss the support available. A list of Class Reps will be published in the school newsletter. Each class will display a poster of their Class Rep near the classroom door.

The activities of the Class Rep may include:

- Providing a point of contact for new families in the school community
- Encouraging parents to become involved with school activities in some way
- Providing a general point of contact for families in the class
- Assisting the classroom teacher in arranging volunteers for school activities when needed
- Organising social events for families in the class
- Helping to provide additional information on school events such as book week etc.

Please note: All Class Reps require

- A valid [Working with Children Check](#) (or VIT registration)
- To have completed the Code of Conduct paperwork
- To have completed the [Volunteer Induction Process](#)

School contacts for further information:

- Julie Cornwall, Principal
- Chelsea Howgate, Deputy Principal
- Mel Worme, Parent Liaison Officer

The role of the Class Rep is a greatly valued and appreciated part of our school community. We thank you for your support in this area. **If you are interested in becoming a Class Representative in 2026, the nomination form can be found [here](#).**

FURTHER INFORMATION

Confidentiality

The Class Rep should, at all times, be respectful of others' privacy. St Joseph's School recognises and respects your privacy and is committed to protecting the privacy of all families. No family contact information will be shared unless permission is given by the family. All families will be asked to complete the "Request for Parent Contact Details" annually.

Guidelines for email communications

Please note that all group email communications, particularly between Class Reps and the parents on the class contact list, must be as follows:

- The email must be sent 'TO' yourself (your email address)
- All other parents' contact email addresses **must be put in the 'BCC' section** (i.e. "blind CC")
- The classroom teacher must be included in the emails

This is to help maintain parents' privacy and ensure that parents on the contact list do not receive any emails other than those supported by the school. Also, if any parents 'reply' to you, the only person who will receive the reply is you.

As parents often receive many communications from the school, please keep your emails succinct but friendly and positive in tone. Please keep group emails within your class for information dissemination only, and do not allow them to become a forum for debate.

Appendix:

RE: **REQUEST FOR CONTACT DETAILS** FOR Class Representatives

Dear Parents/Carers,

As part of our endeavour to promote communication and to assist new families joining our school community, we have a Class Representative assigned to each class group. To develop the lines of communication between teachers and parents/carers, the Class Representatives would like to obtain the contact details for each family in their class group.

Due to the Privacy Act, schools are not permitted to provide family details unless approval is given by that family.

I consent to my contact details being used by the nominated Class Representative to inform and update me on school matters relating to my child/ren's class group.

- ☐ Yes via email
- ☐ Yes via phone
- ☐ No