



Guidelines for Class Reps – the unofficial 'Rules of Engagement'

This document is to be used as a guide only to ensure that all Class Reps have an understanding of the expectations and boundaries of their role as Class Rep within the BWPS community. It should be read in conjunction with the *Class Representative Policy* (ratified by the School Council in 2014).

At BWPS it is the belief that value is gained from using Class Representatives to enhance the partnership with class families.

Please DO:	Please DON'T:
<ul style="list-style-type: none">• Touch base regularly (every few weeks / as required) with your class teacher• Encourage inclusiveness and community mindedness in all communications and interactions• Be respectful of personal information and ensure that you always use blind copy when emailing eg. cc. your class teacher, and bcc. everyone else• Aim to organise 1 catch up per term for your class. You may wish to liaise with other class reps for your year level to organise a social event for the entire year group• Reach out to new families joining your class to welcome them / organise a coffee catch-up / play date with other class members• Always uphold the BWPS principles, in particular those of Respect, Care and Positivity• View your role as a facilitator of information sharing ie. don't feel you need to provide the answers, rather point people in the right direction	<ul style="list-style-type: none">• Feel that it is your responsibility to re-communicate school information to your class ie. the BWPS newsletter, year level 'Connections' and other notifications via Compass should still be used by families as their primary information source• Feel that you need to act on behalf of other families in your class regarding any issues or concerns they may be experiencing. Encourage instead open communication with class teacher / Jane Briffa / Taylor Irish/ Steven Capp• Over use emails / text messages / FB notifications when co-ordinating activities. One or two reminders is usually sufficient• Request specific amounts of money from families. If organising a collection (eg. teacher gift) it is suggested that you ask families if they would like to make a 'contribution towards a gift' rather than name a dollar amount. This ensures that families don't feel undue pressure to contribute over and above what they may consider appropriate