St Joseph’s School, Parent Contact Guidelines

Growing in excellence within a Christ-centred community.
INTRODUCTION
Thank you for volunteering for the role of Parent Contact for your child’s class. It is a wonderful opportunity to be part of your child’s education and the St Joseph’s Christ-centred community. As a Parent Contact, you are a valued member of our school community and your time and commitment are very much appreciated. The purpose of the Parent Contact is to foster the development of the school community. It provides another means of uniting the community and enhances the quality of relationships within the school between teachers, parents and students. Each class from Foundation to Year 6 will have at least one Parent Contact. The function of the Parent Contact is not formally structured and is not meant to be an arduous task.

PROTOCOLS OF THE PARENT CONTACT
Paramount to the role of the Parent Contact is the understanding of confidentiality of the parents and/or carers, the students and the teachers within the school community. This role requires mutual trust, communication and a willingness to promote an harmonious environment for all. Primarily, the class teacher is responsible for the children in his/her care. The Parent Contact should direct all inquiries from parents to the class teacher or Principal. The Parent Contact is to support the class teacher and therefore adhere to the teacher’s directions.

STRUCTURE OF THE PARENT CONTACT TEAM
A Parent Contact will volunteer for a particular class group for a calendar year. Normally there is one Parent Contact for each class group but there can be two Parent Contacts for each class group. Working in pairs can be less daunting especially for new parents into the school community. It is always good to bounce ideas off each other and to cover for absences.
CONFIDENTIALITY
The Parent Contact should at all times be respectful of the privacy of others. St Joseph’s School recognises and respects your privacy and is committed to protecting the privacy of all families. No family information will be distributed unless permission is given by the family. All families will be asked to complete the ‘Request for Parent Contact Details’ at the beginning of the year. (Appendix 1)

ROLE OF THE PARENT CONTACT
The role of the Parent Contact may include, but is not limited to, the following:
- Provide support to the class teacher
- Coordinate class/year level social events such as dinners out for the parents, class play dates at the park in the holidays
- Farewell any departing students
- Welcome new families throughout the year and assist them in getting to know other families and to feel part of the school community
- Compile a family contact list for the class group via the correct school protocols (see above section on Confidentiality)
- Build community spirit.

WHAT THE PARENT CONTACT IS NOT RESPONSIBLE FOR
The Parent Contact does not circumvent the parent/carer/teacher relationship. If any parent has any concerns regarding their child’s education, the Parent Contact must advise the concerned parent/carer to converse with the teacher or Principal directly.

PHOTOCOPYING FACILITIES
If you require any photocopying, please contact Amanda in the Front Office.
WEEKLY SCHOOL NEWSLETTER

Parent Contacts are encouraged to advertise upcoming events in the weekly school Newsletter. Advertising in the Newsletter can create greater interest and participation in events and also personalises many situations in the school community. Ideas of what could be advertised in the Newsletter are:

- Upcoming class events
- A thank you note to parents who may have helped with an event.

All requests for advertisement in the Newsletter can be made through Amanda in the Front Office by Wednesday afternoons.

HOW TO BEGIN THE YEAR

Below are suggestions on how to begin the new school year:

- Introduce yourself to your class teacher.
- Once you have received the contact details for the families in your class, introduce yourself to your class families. You can do this by the 'Parent Contact Introduction Letter' (Appendix 2)
- Organise a family activity for your class outside of school hours so all families can meet. (Appendix 3)
Appendix 1 - Example of Parent Contact Details letter

Dear parents/carers,

As part of our endeavour to promote communication and to assist new families joining our school community, a Parent Contact is assigned to each class group. In order to develop community spirit, the Parent Contact 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. To assist the Parent Contact in each class to communicate with you, please complete the details below and return to your class teacher as soon as possible.

Only supply details that you are willing to provide to the Parent Contact for your class group.

St Joseph's respects the privacy of all families within the school community. We are aware that several families have silent telephone numbers and may prefer not to have their contact details given to the Parent Contact. These families may wish to contact their Parent Contact personally and make other arrangements so that they can be advised of class news or coming events etc.

Thank you for supporting us as we strive together to build a Christ-centred community.

Sue Dempsey
Principal

☐ I would prefer to contact the Parent Contact for my class group personally

☐ I am happy to provide the following contact details to the Parent Contact for my class group

Child’s name: ________________________________

Class: ________________________________

Parent/Carer’s name/s: ________________________________

Home phone: ________________________________

Work phone: ________________________________

Mobile: ________________________________

Email address: ________________________________
Appendix 2 - Example of Parent Contact Introduction Letter

Dear Year _______ parents/carers,

I wish to introduce myself and extend a warm welcome to you and your family. As the Parent Contact for your child’s class, it is my role to help to foster school spirit within our community. This is another means of uniting the school and enhancing the quality of relationships within the school between teachers, parents/carers and the students.

Please feel free to contact me if you require information about how you can be involved as a parent/carer at St Joseph’s. I look forward to meeting you at our first social function.

Yours sincerely,

________________________________________
Parent Contact - Year _______________________
Phone: _______________________________________
Email: _______________________________________
Appendix 3 - Example of an Invitation to a Class Event

Dear parents/carers,

You and your family are invited to a Year ________ children’s play date.

Venue:
When:
Time:

Please return the RSVP slip by __________ to enable bookings to be confirmed. I hope that you are able to join us.

Yours sincerely,

Year ______ Parent Contact

RSVP

☐ The _______________________ family is able to attend the above function

☐ The _______________________ family is unable to attend the above function

Signed ____________________________