



Manly Village Public School Guidelines for Class Parent Representatives 2024

What is a Class Parent Representative at Manly Village Public School?

A Class Parent Representative (CPR) plays an integral role in the MVPS community. CPRs facilitate communication between the classroom, teachers, school, the P&C, and families. It is a voluntary position filled by 1-2 parents/carers within each class who help support class families and promote parent involvement in our school community. As a CPR, you are a valued member of the MVPS school community, and your time and commitment are very much appreciated.

CPR Role

- The role of the CPR is to help guide parents, carers and families throughout the school year, including:
 - Communicating messages from your teacher(s) to the class parents including class news, important updates and volunteer requests (for example, reading groups and excursions)
 - Coordinating parent helpers for class and school events, such as Harmony Day, literacy group volunteers, class excursions and the end of year dance concert
 - Providing a contact person for the class parents/carers so they can ask questions about what is happening at the school and in the classroom.
 - Supporting parents, particularly those new to MVPS, by providing advice on where to go or who to ask for information when required.
 - Conducting regular informal chats with your teacher to offer continued support.
 - Requesting and tracking class funds for class expenses throughout the year, including teacher birthday and end of year gifts (Optional – Please refer to *Financial Responsibilities* below)
 - Attending CPR meetings once per term, if possible, and relaying pertinent information to classes. During the CPR meetings, we will review the term calendar, discuss CPR responsibilities and answer questions. Meeting minutes will be circulated following each meeting for those unable to attend.

How do you become a CPR?

- During 'Meet the Teacher' nights in Term 1, teachers will ask for parents/carers to nominate for class CPR.
- There can be 2 CPRs for each class (co-CPRs) and the role can be divided as you choose, as long as there is continued support for the teacher and class. For example, CPR 1 can coordinate communications and CPR 2 can coordinate budgets or social events, or one CPR can run terms 1-2 and another CPR can run terms 3-4. If there are co-CPRs, please make sure this is communicated to your teacher(s).



- Once your teacher has confirmed the CPR(s), they will notify the school office and provide your contact details.

CPR Administration

- At the start of the year, CPRs are required to meet with the class teacher to discuss how they can best work together. Preferably face-to-face, but can also be done via email, phone or Zoom/Teams depending on teacher preference. If your class has 2 teachers, it is best to meet with both teachers to ensure proper communication for the class. At 'Meet the Teacher' class information night in Term 1, teachers aim to collect contact details from at least one parent/carer for each child so they may be included on class communications from the CPR. This information is given to the CPR to create a class contact spreadsheet using the **MVPS Class Parent Contact List** template provided by the CPR coordinator.
- CPRs must confirm that all parents/carers have consented to have their contact details (email and/or phone) included on the class contact list which will be shared with the whole class before sending the list to the class. If there are parents who do not consent to including their information, please create 2 lists, one for CPR use only and one for distribution to other families with those parent's details removed.
 - If you are in a composite class, you will need to create several communications lists (full class, year X and year Y) as some communications may need to be sent to specific groups (especially for 6/5 classes)
- Due to the Privacy Act, schools and teachers are not permitted to provide family contact details or provide a full list of students in each class. Please work with your teacher(s) to ensure you have all students accounted for on the class list.
- Even though parents/carers do consent to having their information shared, emails must be sent as a **Blind CC** to stop 'replay all' occurring.

Outgoing Class and School Communications

- A CPR is the only person authorised to send or forward school emails for distribution using the CPR distribution list for that class.
- CPRs should inform their classes of school updates and relevant information via email as it protects family privacy and limits group debate about school information.
- As parents often receive many communications from the school, please keep your emails succinct but friendly and positive in tone.
- WhatsApp or text groups can be set-up by the class (with parent/carer consent) to allow for a system of communication between parents for quick updates and reminders. It is not the responsibility of the CPR to set-up and/or monitor these groups or communicate via other methods other than official communications sent via email. Group chats should be for information dissemination only and not a forum for debate. If a group is set up, please



ensure only 1-2 parents are listed as administrators of the group to prevent other parents from adding or removing others without their permission.

- WhatsApp groups or text groups should not be the only method used to communicate school and class communications. If communications are sent via WhatsApp, they also be sent via email to ensure all parents are receiving messages in a timely manner (with WhatsApp groups important messages can often get lost in the stream of communications)
- CPRs should forward any information received from the school, class teacher or from the CPR Coordinator as soon as possible to the class parents via email.
- All correspondence sent to the CPRs from the CPR Coordinator will include the instructions: **PLEASE FORWARD ON TO CLASS PARENTS/CARERS**
- CPRs must blind CC (BCC) parents on all emails. Please send emails 'to' your own email address and enter all parent/carer email address in the BCC (blind CC) option. This is to help maintain privacy, so email addresses are not disclosed without permission, to ensure that all parents do not receive emails other than those supported by the school and to prevent 'replying all' e-mails.
- CPRs are to only forward emails sent by the school, class teacher or CPR Coordinator. Content considered inappropriate for distribution by CPRs emails include chain emails, advertising, spam, unlawful material or remarks, sexually explicit or suggestive material, messages used for own commercial/personal interests and /or political or religious persuasions and advertisement of private business.
- CPRs must not forward personal invitations for play dates or party invitations on behalf of parents/carers. The class contact list is purely for use about school or class matters and should not be used for private use.

Financial Responsibilities – Class Funds

- Throughout the school year there may be class related expenses such as teacher gifts, decorations or food purchase for school events, such as Harmony Day or props/costumes for the end of year dance concert.
- CPRs can choose how they would like to coordinate class funds for their class.
- CPRs should clearly communicate the class fund process for the year to their class parent/carers.

Option 1: Group Collection of Class Funds

- A CPR may choose to collect class funds and pool the money collected for class expenses.
- Fund collection can be done as an overall collection at the beginning of the year, on a term-by-term basis, or on an individual activity basis (i.e., teacher's birthday or end of year dance costumes).
- CPRs will use the collected funds to make purchases as needed, including but not limited to the following:



- Teacher birthday and end of year thank you gifts.
- Support staff end of year thank you cards/gifts.
- Food and/or decorations for class school events, including Harmony Day food/decorations and the end of year class party as permitted by the school.
- Props and/or costumes for the end of year dance concert. *Please note, the school has a large supply of costumes from previous years which can be used rather than purchasing new costumes.*
- Class treats/icy poles to celebrate end of a term.
- Teacher coffee vouchers or beverage deliveries ('Coffee Fairies') from the class.
 - *Coffee Fairies are parents/carers or CPRs who elect to bring their teacher a coffee/preferred beverage usually before school. Please check with your teacher regarding their beverage and timing preference (e.g. Friday mornings). If you would like to organise coffee fairies in your class (optional), please coordinate with your fellow families to ensure multiple coffees are not delivered on the same day or the same family is not always providing the beverage. Alternatively, a CPR can provide the beverage on behalf of the class or purchase a coffee voucher for the teacher from class funds.*
- Contributions to P&C thank you programs for teachers (World Teacher's Day lunches, Woot Woot wagon, etc.).
- All communications to parents/carers regarding contributions should make it clear contributions are optional and there is no set amount for each family to contribute.
- Parents are not obliged to contribute to the class funds, nor do they need to purchase an individual teacher gift should they choose not to.
- CPR bank details can be shared with the parents/carers to collect funds.
- All collected funds must be tracked via the **CPR Class Funds** template. **The class budget is confidential and must not be shared with the class.**
- CPRs should budget for the year based on expected expenses and the funds collected. CPRs should not use their own money for class expenses other than what they would normally contribute to class funds.
- Please remember, gifts or purchases for class events do not need to be expensive. Homemade cards, gifts or costumes are lovely and much appreciated.
- Any remaining funds collected will be transferred to the P&C at the end of the calendar year. Remaining funds cannot be held by the CPR or transferred to class funds in the following year.

Option 2: No Collection of Class Funds

- A CPR may choose **NOT** to collect class funds and leave it to individual families to purchase their own gifts for their teacher (birthday/end of year gifts) if they choose, provide contributions to school events on an individual basis (i.e., contribution of a



food item to Harmony Day) or source their own end of year dance costume based on instructions provided by their CPR.

- A CPR should clearly communicate to their class families about each upcoming event to allow for adequate time to purchase gifts, food contributions, etc.
- All teacher gifts from individual families must be in accordance with the gift policy of \$50 maximum per family (Please refer to the **Teacher and Staff Gift Policy** below)

Option 3: Combination of Group Collection and Individual Family

- A CPR may choose to select elements of Options 1 and 2. For example, a CPR may want to collect fund for the teacher's birthday gift only and request that parents source their own dance costumes.
- CPRs must clearly communicate to their class what collected funds will be used for so parents may make their contribution accordingly.

Teacher and Staff Gift Policy

- Please note due to the policy changes that occurred in 2020 by the Department of Education in the Gifts, Benefits and Hospitality procedures, staff have been advised to no longer accept a 'single' gift/voucher from their class of a larger monetary value (e.g., \$250).
- A staff member can accept single gifts from individual class members up to the value of \$50 per family. This may include gift vouchers, flowers, and other gifts. No cash or cheques permitted.
- CPRs may coordinate a combined gift from the class (end of year/holiday, birthday or maternity/leaving gift) as long as any one gift is in accordance with the gift guidelines of \$50 per individual gift and does NOT exceed \$250 maximum per combined gift from the class (i.e., 5 x \$50 gifts cards/gift items). Combined gifts must include different types of gifts (i.e., 1x flower bouquet, 1x Westfield gift card, 1x restaurant voucher, etc.) and NOT include duplicate gifts (i.e. 2x Westfield gift vouchers, 2x restaurant vouchers from the same restaurant).

Parent Enquiries

- All enquiries from parents relating to school and class, such as which uniform to wear, excursion details, school activities, sport enquiries, changes to class schedule, should be sent through the CPR (not to the teacher). CPRs will forward enquiries to the teacher and/or school staff member and seek a reply and communicate the necessary information back to the class.
- The CPR role does not and should not manage specific issues a parent may have about a teacher, teaching content and/or styles, homework or involving children. These matters are to be dealt with by the class teacher or the Assistant Principal responsible for that particular class.



School Information Sources

- **Newsletter:** The school newsletter is the main source of school information and is published each Wednesday. The newsletter is emailed to the school community and is also available on the school website. Please advise parents to check the newsletter before contacting CPRs for information.
- **School emails (School Bytes):** The school will also send individual emails directly to families relating to important school matters such as excursions and sports carnivals. The CPR does not need to forward these emails.
- **School website:** The school website is a good source of school information and contains the newsletter archive, parent calendar and photo gallery.
<https://manlyvill-p.schools.nsw.gov.au>
<https://mvps.sentrail.com.au/webcal/calendar/11>
- **Manly Village Public School Facebook:** Managed by the school and aims to keep the school community updated with the school information. However, the school newsletter is the main source of school information and questions related to the school should be directed to the office not the Facebook page. www.facebook.com/manlyvillagepublicschool
- *Please note: Any other MVPS Facebook community pages are set up and run by parents at our school and are not monitored or followed by the school. These pages should not be relied upon as a source of information about school events or programs. Queries posted on parent pages will not be answered by the school.*

Manly Village Parents & Citizens (P&C)

- The P&C is an organisation of volunteer parents, carers, and local citizens who come together with the school executive team to support our school. Their mission is to support students and enrich their experience at Manly Village while creating a sense of community amongst families and staff. The P&C brings together the voices of the school, parents, carers and the local community to share ideas, organise events, support school initiatives, deliver projects and services and raise funds for the school.
- CPRs are a sub-committee of the P&C. The CPR Coordinator provides CPR updates to the P&C during their monthly meetings. CPRs are welcome to attend the P&C meetings, as well as all other parents.
- **P&C Facebook, Instagram & Website:** Managed by the MVPS P&C with the aim to keep the school community updated on P&C news, fundraising and ways to get involved.
www.mvpsandc.com.au
www.facebook.com/manlyvillagepandc
<https://www.instagram.com/mvpsandc/>



Class & School Activities

- CPRs should not be the sole volunteer(s) to organise everything for the class and should encourage other parents/carers to get involved. Helpers are required throughout the year and will be called upon via CPR for assistance with Harmony Day, literacy groups (K – 2), excursions, end of year dance concert and other activities as needed.
- CPRs can organise social activities with parents/carers or the class outside of school hours. However, it is not a CPR responsibility to do so.
- CPRs should try to encourage class parents to get involved with class, school, canteen and P&C activities in some way, however small, throughout the year. Kids love seeing their parents involved at the school.

CPR Coordinator & CPR Stage Leaders

- Individual class CPRs are supported by the CPR Coordinator.
- The CPR Coordinator is responsible for:
 - Disseminating school information to the CPRs for distribution to their classes
 - Coordinating CPRs for each class at the beginning of the school year or as needed throughout the year.
 - Ensuring CPR guidelines and templates are up to date and distributed accordingly.
 - Answering questions from the class CPRs and following up with the school for additional information as needed
 - Organising CPR meetings at the beginning of each term to review the term calendar with upcoming events and answering CPR questions.
 - Reporting CPR updates to the MVPS P&C
- CPR Coordinator contact: mvps.cpr@gmail.com
- The CPR Coordinator will be supported by CPR Year Leaders, experienced CPRs, nominated by the CPR Coordinator, to assist each individual year groups as needed. CPR Leaders and CPRs for that year will form a WhatsApp group for informal communications, questions and advice on the CPR role, provide support for those new to the CPR role and also to coordinate social functions for each year group (optional).
- The Year WhatsApp groups will also be used for quick communications (Communication phone tree from the CPR Coordinator to the Year Leaders to the Class CPRs). These communications will supplement (not replace) official communications sent by the CPR Coordinator.
- Questions, requests for information/clarification of overall school events should be directed either from the Year Leader to the CPR Coordinator or from the year CPR to the CPR Coordinator. Year leaders or class CPRs should avoid contacting the school office directly where possible.

