



Parent Liaison Representative Role

The Parent Liaison (PL) serves a primary role in maintaining effective communication with parents, while also being a valuable resource to the teacher, the class and the school. The PL may welcome new families and facilitate social activities amongst families in the school community. Parent Liaisons form the basis for focus groups for the leadership team to consult with on items such as operational procedures, school planning, facilities and fundraising strategies. The PL team is not a decision-making group or a forum to discuss individual students or staff.

Parent Liaisons develop many wonderful friendships with other school parents and this in turn leads to a great sense of community. Each PL will have a different experience, so do what you can and enjoy the ride!

Role of the Parent Class Representative

- Welcome new parents to their class and provide advice on where to get school-related information.
- Coordinate parent activities, for example, class dinners, teacher's gifts, and after school parent/child play.
- On behalf of either the school and/or P&C, assist with the call out for volunteers for school activities such as Busy Bees, Discos, and events. (PLs are not expected to disproportionately support school events, but rather encourage all parents to get involved).
- Provide any shared concerns to deputy principals, the associate principal or principal. The principal will also share new developments and updates each term through the parent liaison meetings.
- Value the school community and its reputation, especially when engaging with social media.
- As all communication from the school is now sent on Compass, there's less requirement to play an active role in being a 'messenger' compared to previous years. However, PLs can still assist by emphasising items of high relevance to their class.

The role of the Parent Liaison is ultimately about building community at the class level and it is important to remember that this will take on different forms in different classes. Class dynamics vary according to the composition of families; some are overtly social while others may rarely get together. Some classes have many parents wanting to assist and others just a few. The effectiveness of PLs cannot be measured by the number of events you organise or parental volunteers you recruit.

Commitment

A one-year commitment is expected of Parent Liaisons and we invite PLs to attend 4 meetings a year. Meetings are usually held at 9am and 2:30pm on a day in Week 5 each term.

In extenuating circumstances, such as a critical incident impacting the school, the leadership team may call an extraordinary meeting. Sometimes this is with little notice, and in such instances we ask that you nominate another representative from the class if you're unable to attend.

Private Messaging groups (eg: WhatsApp)

Many parent liaisons choose to set up a shared communication channel with the parents in their class. Such groups often assist in building better relationships and a stronger sense of community. Having a class forum where parents can, for example, ask for assistance with drop off/pick up or discuss excursions, assemblies, and events are found to be helpful by many parents.

However, whilst the school recognises the potential benefits, it is important to note that such groups are not an official school communication channel and therefore are not monitored, moderated nor endorsed by the school.

When setting up a private messaging group, we ask PLs to please be mindful of the following:

- Ensure all parents of the class are invited to join the group
- Respect that not all parents feel comfortable participating in such groups, and some will choose not to join.
- Encourage friendly and polite interaction whilst discouraging gossip and rumour.
- Remind parents that if they want the 'official' school line or position, the best thing to do is contact the school directly.
- Only discuss events (eg: children's parties and social gatherings) which all families are invited to.

Questions relating to an individual child's education should always be directed to the relevant teacher and/or deputy or associate principal.