



18 February 2022

Dear Parent(s)/Caregiver(s) of Junior Years Students

### **RE: Parent Representatives**

At Rostrevor College we welcome and encourage community support and participation of families. As part of our endeavour to promote communication and to assist new families joining our College community, we would like to invite parent(s)/caregiver(s) to nominate themselves as Parent Representatives. The purpose is to welcome new families to our community and help foster positive communication in the Junior Years which assists in the development of community.

The role is voluntary and is not intended to be an arduous task.

### **The Role of a Parent Representative**

In 2022, we are seeking to nominate at least two Parent Representatives per year level. The role of the Parent Representative is to act as liaison between parent(s)/caregiver(s) and to assist in informing our families about activities planned either by the College, the College community groups or within the year level. Parent Representatives organise class or year level functions to provide the opportunity to meet together in a relaxed and social atmosphere. Parent Representatives are valued volunteer members of our community, and their time and commitment are very much appreciated.

### **How do Parent Representatives Assist our Community?**

The role of the Parent Representative may include, but is not limited to:

- Helping to build a year level community, and provide connections and networking opportunities for families through social activities, eg informal social gatherings such as a coffee morning at a local café or home, BBQ's in a local park etc;
- Welcome new families and assist them in getting to know other families;
- Encourage families to attend College and community functions.

### **Parent Contact Details – Family Directories**

Parent Representatives will be responsible for making direct contact with parent(s)/caregiver(s) and will provide their contact details to their year level teacher/s to be forwarded to the group for other parent(s)/caregiver(s) to make contact.

Family directories are established to support families and help parent(s)/caregiver(s) connect. Communication platforms with a moderation component are recommended. Moderating user content within these family directories is an important part of the Parent Representative role to ensure that nothing offensive or upsetting is posted.

It is important to note that the College is not responsible for the content nor the group members with the family directory. We request that the family directories do not include any student images or official College logos/crests.

**Confidentiality**

Paramount to the role of Parent Representative is the understanding of confidentiality of parent(s)/caregiver(s), the children, and the teachers within the College community. This role requires mutual trust, communication, and a willingness to promote a harmonious environment for all. Rostrevor College recognises and respects every individual's privacy and is committed to protecting the privacy of all families. College Administration is not permitted to release personal information to other third parties.

The Parent Representative communication can address commonly asked questions that may arise when your families are new to the College and promote inclusive community building conversations. We understand that there will be times when parent(s)/caregiver(s) might like further information or clarity regarding their son's learning, progress and interactions. To ensure that we can follow up appropriately, and that the information sought is accurate, the Parent Representative must advise the concerned parent(s)/caregiver(s) to converse with the teacher in the first instance.

**How to Register as a Parent Representative**

If you are interested in nominating as a Parent Representative for your son's year level, please advise his classroom teacher.

Parent Representatives are appreciated and respected members of our community and we value their commitment to building a welcoming, thriving Rostrevor College community!

Should you have any queries about Parent Representatives please address them via the following email: [jyinfo@rostrevor.sa.edu.au](mailto:jyinfo@rostrevor.sa.edu.au).

Yours sincerely

Siobhan Paley  
Assistant Principal – Junior Years