



**Kilvington**  
Grammar School



**Kilvington PFA Handbook  
For  
Class Social  
Representatives**

# WELCOME TO ALL CLASS SOCIAL REPRESENTATIVES

## **A message from the Principal**

One of the great strengths of Kilvington Grammar is its small size. Our size enables students, staff and parents to get to know each other well and forge strong friendships. The primary function of the PFA is to assist in the building of these relationships and connections, particularly among parents, thereby creating a strong community spirit – the essence of Kilvington.

I commend the work of the PFA to you and encourage you to get involved in some capacity. Not only will you benefit enormously, but so too will your children, family and the wider School community.

**Jon Charlton**  
**Principal**

## **A message from the PFA**

The Kilvington PFA is committed to ensuring that parents and guardians have the opportunity to get to know other families in their child's class and within the wider School community. To this end, the PFA extends a very warm welcome to all parents who have volunteered to undertake the important role of Class Social Representative, especially those who are doing so for the first time.

Thank you for your commitment to our community. I value your involvement and the time and energy you bring to the role.

Class Social Representatives are vital to the creation of a sense of community within each class. They assist in organising social events for parents and guardians and they support the activities of the PFA and the School. Class Social Representatives create the opportunity for parents to participate in the journey of their children's education at Kilvington.

This booklet endeavours to provide Class Social Representatives with information which we hope will assist you with your planning and hosting activities throughout the year.

I trust that you will find your role enjoyable and rewarding. I look forward to working with you throughout the year.

**Kirsten Brooks**  
**President**

## The role of the Class Social Representative

The role of the Class Social Representative is to develop a friendly, supportive and inclusive parent community within each class.

To perform this role Class Social Representatives are asked to:

- Welcome new parents into their class.
- Create opportunities for parents and guardians to meet by facilitating and/or organising social events and activities.
- Recruit volunteers to assist with class and PFA activities during the school year; and
- Be an ambassador for the school.

Class Social Representatives are not required to provide information or advise other parents about issues related to students or school operations. Any questions relating to these issues should be directed to the relevant staff member.

To encourage broader parental group involvement it is recommended that the role of Class Social Representative be held for only one calendar year and there may be more than one Class Social Representative for each class.

## Class Activities

Class Social Representatives should endeavour to organise or facilitate activities which involve the whole class. The PFA would like to encourage Class Social Representatives to organise at least one social activity per school term. The activities should be scheduled at varied and convenient times so that working families, part-time workers and families with young children have the opportunity to attend.

If you are holding a social activity, please notify the Community Relations Officer at the School on 8574 7621 or by email on [duced@kilvington.vic.edu.au](mailto:duced@kilvington.vic.edu.au) so that details can be published in the School newsletter and potential clashes on the calendar can be avoided.

## Communicating Class Activities

For class activities, the PFA recommend sending invitations via email. For parents who have asked for their email address to remain private, please forward the invitation to the class teacher with a request asking them to on forward the invitation.

## Email Etiquette

- Ensure email correspondence to parents is concise, relevant and to the point.
- Always type contact email addresses in the BCC area so no one sees all addresses in their email.
- Try not to “Reply to All” unless absolutely necessary.

## Organising activities where money is involved

When organising an activity or function which requires the collection of money from class parents, it is recommended that the Class Social Representative record the date and amount received.

If the Class Social Representative collects monies to purchase gifts or services (e.g. a group Christmas present for the class teacher), it is recommended that all receipts and other related documents are retained.

## Preparing an Activity Summary

Organising original and successful class activities can be a challenge. To help make this process simpler the PFA would like to create a listing of successful events.

To help create this listing, the PFA asks Class Social Representatives to submit a short Activity Summary to the Class Social Representative Coordinator. This summary may take the form of a simple email containing information such as event type, name of venue, costs associated, location, appropriate age range for activity and a general statement as to what worked or did not work for this event. Copies of the listing will be available from the Class Social Representative Coordinator. These activity summaries will also be shared during the Class Social Representative meetings.

## Photos of your Class Activity

The School would appreciate receiving photos of class activities and events. Please ensure you have permission to circulate the photo from all involved. Email your photos to the Community Relations Officer – [duced@kilvington.vic.edu.au](mailto:duced@kilvington.vic.edu.au).

## Support available from the PFA and the School

The PFA and the School are happy to offer advice and assistance to Class Social Representatives when organising events. To receive assistance from the PFA Executive or the School please contact the Class Social Representative Coordinator, or the Marketing team on 8574 7621 or email [duced@kilvington.vic.edu.au](mailto:duced@kilvington.vic.edu.au).

## Class Activity Risk Assessments

Due to the nature of certain activities it may be necessary for the School to prepare a risk assessment summary. This is simply to protect all parties involved and ensure a safe environment for our students. It is preferred that activities are not held near a body of water where there is no lifeguard present. When required, the School will contact the organiser and arrange the required paperwork.

## Tips for Class Social Representatives

- Have fun. The role of Class Rep should be fun not onerous.
- Vary the days/times that events are held.
- Don't be disappointed if people don't attend. Your role is to create an opportunity.
- Keep it simple.
- Try not to schedule events which clash with school activities. The majority of school activities are listed in the Kilvington Planner or School Calendar on the website.
- Email invitations are acceptable. If contact details are not provided on the class list please forward the email to your class teacher and ask for it to be forwarded to the relevant parents.
- For activities involving money: It is much easier to pay as you go. If you are unable to do this, ensure you keep details of payments/receipts.
- Consider the affordability of any event.
- Don't be afraid to ask for assistance. People are usually happy to help but wait to be asked.

## Suggested Events

- Parent walking groups in mornings
- Luna Park
- Bowling
- Laser Tag
- Dad's golf days
- Plays in the park
- Gatherings at home e.g. drinks, nibbles
- Movies - Brighton Cinema
- Outdoor cinema
- Activities at the Phoenix/Kingston Theatre
- La Porchetta (Elwood)
- Zoo Twilights
- Bounce Trampoline Centre
- Bayside Rock Climbing
- GSAC, MSAC, Waves or Carnegie Pool
- Child friendly cafés