



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 that 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 we ask Class Social Representatives 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 there may be more than one Class Social Representative for each year level. CSRs can divide the role between them, eg. correspondence, term by term, event style etc.

Welcome and Term Meetings

Introduction Term 1 – Wednesday 27 February, 7.30pm – 8.30pm

Term 2 – Wednesday 15 May, 7.30pm – 8.30pm

Term 3 – Tuesday 24 July, 7.30pm – 8.30pm

Term 4 - TBA

Class Activities

Class Social Representatives should endeavour to organise or facilitate activities that 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 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 feel free to contact the Community Relations Officer at the School on 8574 7621 or by email on duced@kilvington.vic.edu.au. This can be helpful to avoid potential clashes on the calendar.

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. Your year level email list can be found through the Parent Portal under the parent contacts tab.

Social Media

If you would like to use Facebook as a means to communicate events and other activities impacting your peer group/class, you can create a Facebook Group. This is accessible by members only, so it remains private, rather than public. The Group page has an administrator to process requests to join the group, to ensure that the content is appropriate and to assist with any other issues. Because photos are often shared on these pages, it is important to protect the privacy of our students, parents and staff. Sharing via a closed Facebook Group rather than a public page will assist in protecting members of our community.

If you require assistance in creating a Facebook Group page, please contact Kilvington's Marketing Department.

Please note: If you create a public Facebook page, the Kilvington logo and branding cannot be used.

Email Etiquette

- Ensure email correspondence to parents is concise, relevant and to the point. Try to minimise the number of emails sent.
- 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.
- Please pass on emails from the PFA in a timely manner.

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. Trybooking is an excellent tool for paid and unpaid events and we recommend using it where possible.

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.

Event Summary List

Organising original and successful class activities can be a challenge. To help make this process simpler the PFA have a list of events here:

https://docs.google.com/document/d/195sERkfbtX4VWGX_eIFuXNBhHd-QT7oLT0L4RVwK2hl/edit?pref=2&pli=1.

To keep this listing up to date, the PFA invites Class Social Representatives to edit and add to this live document.

Three to four CSR meetings will be held during the year. This is a good time-share and discuss new ideas.

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.

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.

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. Tap into events run by the School and/or other CSRs.
- 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. Check with Deb Duce duced@kilvington.vic.edu.au to confirm dates if you are in doubt.
- Email invitations are encouraged. If contact details are not provided on the portal 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 using Trybooking.
- 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.
- If you find that you are unable to offer an activity each term, please contact us at duced@kilvington.vic.edu.au or ck.ten@hotmail.com and we will endeavor to organize something on your behalf.

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

Live document link: https://docs.google.com/document/d/195sERkfbtX4VWGX_eIFuXNBhHd-QT7oLT0L4RVwK2hl/edit?pref=2&pli=1.