



Class Social Representatives Handbook

Class Social Representatives Welcome

A message from the Principal



A sense of belonging is the cornerstone of a healthy and thriving community. I am proud to acknowledge that this is the case at Kilvington, assisted by the efforts of our PFA and Class Social Representatives (CSR) who take the time to create opportunities for families to connect. This is particularly important for our new families who are finding their way around a new environment.

We are grateful as a school that your care and commitment to creating a space for all to gather has such a meaningful and positive impact on our culture and the lives of many.

I look forward to hearing the stories and seeing the joyful images of our families connecting with each other beyond the gates of Kilvington.

Rob French
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 CSR, 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. CSRs 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. And they create the opportunity for parents to participate in the journey of their children's education at Kilvington.

This booklet endeavours to provide CSRs with information that we hope will assist you with your planning and hosting of 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.

Nadine Power
PFA President

The role of the Class Social Representative

The role of the Class Social Representative (CSR) is to develop a friendly, supportive and inclusive parent community within each class or year level.

To perform this role, we ask CSRs 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 and student wellbeing, the curriculum/co-curriculum program 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 CSR for each year level. CSRs can divide the role between them, e.g. correspondence, term by term, event style etc.

For information throughout the year, please visit the PFA website's CSR page:

pfa.kilvington.vic.edu.au/class-social-representatives

Welcome and Term Meetings

- Term 1/Introduction – Wednesday 28 February, 7.30pm – 8.30pm
- Term 2 – Wednesday, 1 May, 7.30pm – 8.30pm
- Term 3 – Wednesday, 7 August, 7.30pm – 8.30pm
- Term 4 – Wednesday, 30 October, 7.30 – 8.30pm

Class/Year Level Activities

CSRs should endeavour to organise activities that involve the whole class or year level. The PFA encourages CSR to organise at least one social activity per school term. The activities should be scheduled at varied times so working families, part-time workers and families with young children have the opportunity to attend.

If you are holding a social activity, please contact the Community Relations Officer, Bianca Lapins at the School on [8574 7621](tel:85747621) or by email on lapinsb@kilvington.vic.edu.au. This can be helpful to avoid potential clashes on the calendar.

Communicating Class Activities



SOCIAL MEDIA | WhatsApp

All cohorts have a [WhatsApp](#) group to communicate with each other. As a CSR you can post and promote events and will be responsible for monitoring the group and ensuring communications are relevant.

The PFA President will support you to share information with your families and will also monitor your class/year level WhatsApp group.

Some tips:

- You are encouraged to share school events and updates within your class/year level WhatsApp group.
- Encourage families to use the Poll function when issuing invitations to birthday parties and events.
- If you are concerned about a post or thread:
 - Attempt to diffuse it by contacting the parent directly to discuss their concerns.
 - If the post or thread is particularly worrisome or communicating with the parent is unsuccessful, contact the PFA President.
 - In extreme cases of anti-social / antagonistic behaviour, you have the option of hiding the thread. Discuss this with the PFA President.
- Keep an eye on photos/videos of children being posted by families other than their parents. Permission ideally should be obtained prior.



EMAIL

There is also the option to use email to contact families in your cohort. Your live cohort email list can be found through the Parent Portal under the parent contacts tab. If you have any difficulties accessing/using this, please contact lapinsb@kilvington.vic.edu.au

Some tips:

- Ensure email correspondence to parents is concise, relevant and to the point.
- Try to minimise the number of emails sent. These are formal communications.
- Always type contact email addresses in the BCC area.
- Try not to "Reply to All" unless absolutely necessary.
- Please pass on emails from the PFA in a timely manner.
- Copy in (CC) npower1616@gmail.com and lapinsb@kilvington.vic.edu.au

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 CSR use a direct bank deposit or a platform like [TryBooking](#). The Community Relations Officer can assist with this. If the CSR 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.

Venues that allow for pay as you go, e.g. dinners, are preferable. We request that Staff members are not involved in class collections.

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 – lapinsb@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 CSRs when organising events. To receive assistance from the PFA Executive or the School, please contact the PFA President on npower1616@gmail.com or Community Relations Officer – lapinsb@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.

In summary:

- 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, i.e. child-friendly cafes and restaurants; picnics/BBQ in the park etc.
- Try not to schedule events, which clash with school activities. The majority of school activities are listed in the KCEE Calendar. Check with Bianca Lapins - lapinsb@kilvington.vic.edu.au to confirm dates if you are in doubt.
- Use the WhatsApp group for your class/year level wherever possible.
- 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.



Nadine Power
PFA President
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Contact us

Bianca Lapins
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E: lapinsb@kilvington.vic.edu.au