

Parent Volunteer Group

AT FRASER ACADEMY

Fraser Academy Duties of a Class Parent 2018/19

Duties of a Class Parent

The Fraser Academy Class Parents play a **very important and essential** liaison role as a key point of contact with teachers, parents, the school and the Parent Volunteer Group (PVG). This is meant to be a fun and interactive role! A great way to get to know your child's class, your teacher and be involved in the Fraser Academy school community. Don't worry - the role is important, but the time commitment doesn't have to be too significant!

What does being a Class Parent involve?

- Liaising with your teacher(s) and parents of students in your grade.
- Disseminating information to the parents of students in your grade.
- Facilitating social events for parents of students in your grade and helping families get to know each other better.
- Organising and coordinating parents to assist at school events.

Ideally you will meet with the teacher in the first few weeks of school, then after that as needed, to discuss the role you would both like the Class Parent to play, as this will vary slightly from teacher to teacher and grade to grade. The Class Parent encourages participation and community spirit within their grade level, and should coordinate with other parents to support them in that role.

Class Parent Key Responsibilities

- Send out reminders as requested by the PVG or teacher/school—via email, phone or notes that go home with the students—about upcoming FA events, meetings, field trips and needs for donations or volunteers.
- Attend, help organize and promote Grade level or school division (eg Junior, Middle /Senior) socials.
- Meet with other class parents and the school's class parent organizer on a regular basis at PVG meetings throughout the school year, if your schedule permits.
- Encourage and assist in the collection of donations for teacher special events such as the holiday baking and the end of year lunch.
- Find volunteers to help at school events, if needed.
- Act as a resource by answering questions for parents new to the school.
- Arrange occasional grade events such as host a coffee (or playground meeting for younger students), outside of school to give parents a chance to chat in person.
- Be an ambassador for Fraser Academy, encouraging parents to use MySchool online and maintain updated contact information, and to regularly check upcoming school wide and grade level events. This will really help in your role too!

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- In the event that a parent expresses a school-related concern, please direct them to the most appropriate staff member, either the Teacher involved or an Administrator. Please avoid giving personal opinion, validation of criticism and gossip.
- Class Parents are expected to uphold the Fraser Academy Community Standards.

How do you begin?

The school will provide you with a list of key teachers and students in your division. Email teachers to introduce yourself and offer assistance. Use the MySchool parent directory to reach out to fellow Grade level parents by a brief email, to introduce yourself as their child's class parent for this school year. If possible attend the PVG meetings and one of the upcoming Socials to meet new parents, and reconnect with existing parents.

At any time if you have any queries, concerns or ideas please contact Belinda Curyer (PVG Executive Committee Vice Chair and mom to Sophie C. Grade 8 & Hugo Grade 5) by email belindacuryer@hotmail.com or cell 604-619-1270.

We look forward to your valuable contribution to the Fraser Academy School Community as a Class Parent for 2018/19!