



Oryx International School

Parent Class Rep Form - 2019 Academic School Year

A Parent Class Rep will be the representative appointed from each class who will liaise with other parents of the same class to help co-ordinate class contributions to school events and to welcome and assist new parents within the class.

Please sign and return this form to the Main Office Reception or email it to karen.laidlaw@oryxschool.qa.

Fill in this form to show interest in becoming the parent representative for your child's class.

Parent Information

Father – First Name: Last Name:

Email Address: Mobile Number:

Mother – First Name: Last Name:

Email Address: Mobile Number:

Children

Please stipulate the class your child is in e.g. Primary – Year 1A Thailand or Secondary – Year 9B

Child Name 1: Class:

Child Name 2: Class:

Child Name 3: Class:

Child Name 4: Class:

First Language :

Other Languages spoken:

I **would like to** become a Parent Class Rep at Oryx International School.

Parent Signature: Date:



Parent Class Representative Role at Oryx International School

Parent Class Representatives serve a role in maintaining good communication between parents, while also being a valuable resource to the teacher and the class. The class reps facilitate the social interaction among families in the school community, including induction of new families, and provide support to the school Leadership Team. Parent Class Representatives engage parents and build social networks within the school. Through functioning at class level, they facilitate engagement of all parents in the school. This is an important role in every year group throughout both Primary and Secondary and is particularly useful for new parents to the school.

Examples of this are:

- facilitating and/or providing details of any opportunities to meet socially;
- seeking parent involvement within the class as requested by class teachers; or
- when volunteers or donations are required for a class stall for school charity events.

There are key school events that rely on the parent community for input, donations of time and resources and provide occasion for families to meet, mix and have fun. The class rep will keep you informed of such events and will coordinate any responses to specific requests made by class teachers. These may include:

- charity days - fund raising events for charity
- concerts, performances and exhibitions
- support to PTSA events
- class birthdays
- class celebration assemblies

Class reps will introduce themselves to parents, request parent contact details and compile a class contacts list. Class reps only, will be requested to provide their contact details to the PRE to facilitate specific requests for assistance from the PTSA.

The class rep will create an official class WhatsApp group containing only the names of parents in the class who wish to take part, and the class teacher. **Please Note:** Other non-official WhatsApp groups will not be recognised by the school.

Any parent information gathered through this process will be considered confidential and only circulated to those people directly involved with this program. **Please Note:** Any parent(s) not wishing to disclose their contact details to the class rep will be kept informed of events and activities through the normal school channels such as newsletter, class dojo, etc...

The Class reps will not meet regularly as a group, (as their remit does not extend beyond their class nor to whole school matters) but rather keep a flow of communication open between the classes and the whole school PTSA. The school PRE will act as the coordinator between the class reps and the PTSA and arrange joint meetings when required.

Terms of Reference for Parent Class Representative

- Parents will nominate themselves as PCR for one class only, by giving their name to the PRE;
- The PRE will ask for votes from the class parents and teacher to elect the PCR*;
- Once elected, the PCR will arrange for an official WhatsApp group to be established for the class by collecting email addresses from parents who wish to be included. The class teacher will also be included;
- The PCR will serve for one academic year;
- The PCR cannot organise meetings of parents in school and should communicate verbally or through the official WhatsApp connection;
- The PCR should represent the suggestions of the class majority and not his/her own individual agenda nor that of any minority;
- The main purpose is to facilitate a good flow of communication from the school and the PTSA and to help organise and facilitate school events on behalf of the class;
- The remit **does NOT** include any direct representation to the class teacher for any changes or explanations of school procedures or class organisation, any academic, educational, organisational or strategic procedures, planning or organisation of the school, rules and regulations of the class or the school, alternative communication systems or any views or action which could bring the school into disrepute
- If the PCR, or a section of the class parents, is believed to have acted against the remit and conditions of this ToR, the Executive Principal reserves the sole right to remove the PCR and/or disband that class group.

Nomenclature

PCR - Parent Class Representative	PRE - Parent Relations Executive	PTSA - Parent Teacher & Student Association	ToR - Terms of Reference
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