



Role of Kennedy School Class Parents

Class Parents have a vital role to play within the school. He/she is the liaison between the class teacher, the PTA and the parents of the students in class.

Role of Class Parent

The role of Class Parent is integral to the smooth running of Kennedy School and the time and effort involved in this role is greatly appreciated by the children, teachers and other parents.

The PTA Administrator will compile a list of Class Parents, and inform class teachers who their Class Parent is. The PTA Administrator will then ensure that the Class Parent is given all e-mail contact details of the parents in their respective classes. Most Class Parents find that e-mail is the best way to communicate with their parents, and is a great way of letting as many parents as possible know how they can help in school, even if it is only once a year so they can get a feel of what it is like for their children.

The most important tasks for class parents are:

- **To act as liaison between the PTA and the parents.** The PTA holds a number of fund raising activities to enable us to purchase new equipment and facilities for the school. To ensure that these events are successful both in terms of making money for the children/school and to promote a strong sense of school community, we ask the Class Parents to send out e-mails/make phone calls enlisting help/volunteers at these events. The PTA committee comprises volunteers and therefore always need to get as many parents as possible involved.
- **To act as liaison between the class teacher and the parents.** The teacher may from time to time e-mail the Class Parent to ask for additional parental help e.g. help for class based activities and trips etc. The Class Parent may then need to enlist volunteers.
- **To encourage a sense of school community.** It really is up to the individual Class Parent as to how they would like to do this and how much effort they would like to put into this. Class Parents may support the class teacher in organising whole class/year events e.g. at Christmas, Chinese New Year and end of the year. There is no expectation for Class Parents to organise separate out of school events. Where events out of school are organised they should be clearly noted to parents as an optional parent led event.
- **To provide a link between new parents and the rest of the school community.** If a new child joins your child's class you will be informed by e-mail by the PTA Office Manager of the child's name, phone number and e-mail address. We would ask that the Class Parent contact the parents informing them of your role and welcome them to the class
- **Weather Arrangements.** There may be occasions when the school needs to close early due to severe weather conditions. Class Parents are asked to check the school website for the most up to date advice and to direct any parents who may ask there.
- **Communications.** Class parents are provided with e-mail addresses for communication, but may also communicate with parents via text and other

medium. Class Parents are asked to note to parents that group communications should be for information only, and that issues relating to school, the curriculum and individual students should be directed to the class teacher, vice-principal or school principal.

- **Relinquishing the Role of Class Parent** If you are not able to continue with the role of Class Parent for any reason, please contact the PTA Administrator who will ensure a replacement is found. Should you need any further details, please do not hesitate to contact the PTA Administrator on **Tel: 2872 5114 e-mail: pta@kennedy.edu.hk**