



TRINITY
GRAMMAR
SCHOOL, KEW



Class Representative

Information Handbook

Welcome

Thank you for volunteering to be a Class Representative in 2020. Many of you are continuing (some of you have been Reps for several years!) and others are joining for the first time.

Class Reps form a vital part of the work to support the boys and school, and our aim is that the role is enjoyable too. On the following pages you'll find some basic information about the role of a class rep, procedures, and key contacts.

Planned activities can help parents to get to know each other, and to feel more involved in their class group. Many Class Reps like to organise gatherings for the whole year level to stay in touch with friends in other classes. The Community Relations Office team will be able to support you with your planning. Every contribution, small or large, is thoroughly valued and appreciated.

On behalf of the Community Relations Office I would like to extend a big welcome; we look forward to working with you throughout the year.



Kathy Hines

Director of Development and Community Relations

About the Role

The role of a Class Representative is multi-faceted, and includes:

- building a sense of community at individual year levels/classes;
- welcoming new parents (and existing parents) to the School community;
- assisting with communication about parent social activities;
- organising social family activities or parent get-togethers;
- developing a friendly and supportive group of parents;
- supporting school-organised events; and
- attending and supporting the annual *Welcome to New Parents* event.

Class Representatives do not solve parental concerns but may assist in directing parents to the appropriate School contact.

The Role of Class Representatives Coordinators

Class Representative Coordinators act as a liaison between the individual Class Representatives and the School. They coordinate and disseminate information at the Class Rep meetings; provide day-to-day assistance when Class Reps need help; and participate in the monthly PA meetings to ensure the PA is aware of activities Class Reps are working on, or information that they may need.

Class Rep Coordinators work with the Community Relations Office to confirm meeting dates, confirm agenda items, and ensure Reps have the support they need to undertake the role.

In 2020, we are trialling a different approach to enable greater participation. In past years all Class Reps have met at the same time, but we have found it increasingly difficult to find a meeting time that suits all parents. This year, the ELC/Junior School Reps will meet during the day, and the Senior School Reps will meet at alternate lunch or evening dates. We look forward to this change enabling more parents to join.

To ensure information is shared and provided consistently across all year levels the Coordinators will participate in all meetings.

Volunteering for the Role

The Community Relations Office will call for Class Representatives at the beginning of the school year (for new parents) and at the end of the year for the forward year (existing parents), and also during the various year level Information Nights at the start of the school year. We welcome and look forward to all interest.

Meeting Dates

Meetings are held in the East Room, Peter Crawley Centre for the Arts, with agendas and reminders sent by email beforehand.

Some year levels have set up WhatsApp or WeChat groups, and in 2020 we will be looking to identify other online solutions to make the distribution of information easier, and to reduce paper and other environmental impacts.

At the start of the year, we call for topics that Class Reps are keen to know about, and agenda items can also be raised at any time directly to Class Representative Coordinators or the Community Relations Office team:

hudsonhouse@trinity.vic.edu.au

Meeting dates for 2020 are:

- **Term 1:** Thursday 20 February, 12.00pm
- **Term 2:** Tuesday 5 May, 7.00pm
- **Term 3:** Thursday 23 July, 12.00pm
- **Term 4:** Thursday 15 October, 7.00pm

Community Relations Office Contacts

Kathy Hines - *Director of Development and Community Relations*
hines@trinity.vic.edu.au 9851 9498

Felicity Quilty - *Parent Events Coordinator*
events@trinity.vic.edu.au 9851 9558

Class Representative Volunteer Coordinators

Junior School

Melissa Gallace **m:** 0409 420 242 **e:** mcons9@hotmail.com

Senior School

Lisa Williams **m:** 0412 599 211 **e:** lwilliams_cis@optusnet.com.au

Events

Suggestions for functions

In past years Class Reps have organised a wide range of functions for parents and families, including morning teas, parent cocktail evenings and dinners, and family events including activities for the boys.

Some ideas for organising functions include:

- Breakfast or morning coffee at a local cafe
- Weekend barbeques or after-sport events
- Cocktail parties or drinks evenings
- Film nights
- Social football, basketball, hockey, bowling etc.
- Pizza night
- Cross-year level parent functions (e.g. Year 8 and Year 10 parents)
- Dinners or gatherings prior to School events (e.g. before the Year 9 China Trip)

Possible School Venues

- East Room and South Room, Peter Crawley Centre for the Arts
- Marles Playing Fields at Bulleen (play areas, tennis courts, BBQ facilities)
- Cohen Centre at Bulleen (seats 70-80 comfortably; kitchen facilities)
- Hudson House garden
- Trinity Cafeteria
- The School venues can be booked via the Community Relations Office (subject to availability).

The Community Relations Office also maintain a list of external venues that year levels have successfully used in the past.

Caterers used at the school

The Community Relations Office is happy to suggest caterers for your event. Please contact Hudson House for more information.

Supporting school events

The Class Representatives group is a subcommittee of the Parents' Association. From time to time there are other fundraising events or community events held by the Parents' Association, for which Class Representatives may be asked to assist with directly, or by distributing information. These events and initiatives include the Trinity Green and Gold Ball, Junior School Grandparents and Special Friends Morning, Oaks Day Ladies' Luncheon, Founders' Day Fair, Junior School Mother's Day and Father's Day Breakfasts, Year 7 Mother's Day Breakfast, The Founders Day Fair, and the Year 7 Grandparents and Special Friends Morning.

General procedures when booking functions/organising events

When organising events, please use the following procedures as your guide. This will ensure that the School is aware of your function and avoid overlaps with official School or Parents' Association events, as well as help your event to run more smoothly:

1. Check the School calendar prior to setting dates to ensure there are no clashes. Please contact the Community Relations Office to assist with booking School venues.
2. Record names and contact details for the Class Representatives or nominated person(s) responsible for the event.
3. Provide the Community Relations Office with the number of people attending and a copy of invitation details.
4. Formally invite teachers, Heads of Year and senior staff where applicable.
5. Liaise with the Community Relations Office about advertising in *Trinity News* and via *Trinity Connect*.
6. Whilst we prefer to minimise paper-based communications, if photocopying is required, it can be undertaken by the Class Representatives in the Community Relations Office.
7. Make arrangements for the collection of keys and passes at least one week prior to the event.

8. Ensure all catering requirements are booked via Hudson House at least one week prior to the event.

Planning ahead will help your function run smoothly. Please ensure you give yourself enough time to set up, and if possible, inspect the venue yourself beforehand. If equipment such as urns, glasses, tablecloths, cutlery, crockery etc. are required, it may be necessary to book these in advance.

Trybooking

TryBooking is a great resource for a function (although please note it needs to be at least 25 people to make it viable). One of the benefits of TryBooking is the ease with which attendee and payment lists can be generated.

Please contact the Community Relations Office team for assistance in setting up your event on TryBooking. Please note that you need to allow **three** working days for setup of TryBooking pages.

Procedure when money is involved

Once bookings for your event are closed and funds are to be disbursed (e.g. to the venue) please contact the Community Relations Office to have your invoice settled. Please note that payments are made via EFT on Tuesday and Thursday mornings only. Information must therefore be provided to the Community Relations Office by Monday or Wednesday, 4.00pm at the latest.

Receipts and invoices for reimbursement to Class Representatives should also be submitted to Hudson House as per the above timeframes.

Policies

All volunteers are required to have a current Working With Children Check (WWCC) and follow the School's Child Safety Code of Conduct. Furthermore, all volunteers are bound by the School's Privacy Policy.

Both of these policies can be found in the Volunteer section of *Trinity Connect*.

Communicating with Parents

Email Communication

As a Class Rep you have access to email all parents in your year level via Trinity Connect.

When accessing contact details, please keep in mind the best way for sensitive information to be treated. If at any time you feel that the communication between parents is outside the role of Class Rep, please talk with the Class Rep Coordinator, or the Community Relations Office.

Your support and assistance with ensuring constructive and positive communication between parents and a respect for the privacy of our families is paramount to inclusive and enjoyable community interactions.

Email Protocols

1. Trinity Connect does not support attachments. Please consider including all event details into the body of your email, or for an attachment, please contact the Community Relations Office regarding the optimum distribution method.
2. Class Representative emails should be polite, positive and inclusive, not derogatory or critical of the School or any individual.
3. Please remember to check all names before sending as sometimes parents can be inadvertently omitted.
4. Emails should include contact details for the Class Representative.
5. The role of the Class Representative is to communicate matters that are of a Class Representative nature as outlined on Page 4 of this document.
6. Class Representatives need to be mindful of how many emails need to be sent for the planning and support of an event. Please note that only one reminder email should be sufficient.
7. Emails from Class Representatives, or from other parents on the class list, must not carry advertising material or promotion of business opportunities.
8. Under the Australian Privacy Principles, personal information (including email addresses) must only be used for School business and not passed on to third parties.

Trinity Connect

Trinity Connect is an effective way for communicating with parents in your class or year level by email about upcoming events and activities. Please be mindful that *Trinity Connect* is the School's main communications platform and that a significant amount of important information is sent home to families each day. To avoid overloading parents with emails, please contact the Community Relations Office for assistance with timely communications with parents, or if you wish to have an event listed in the *Trinity Connect* calendar.

Trinity News

To arrange promotion of class/year level activities through Trinity News, please provide content to Hudson House, including a brief overview of the event, as well as details such as date, time, venue, cost and a TryBooking link. All submissions must be received by 9.00am on the Friday prior to publication (every second Tuesday during term time).

The Personal Touch

While email is an efficient means by which to communicate, we still believe that face-to-face communication is invaluable. Please take the opportunity to introduce yourself to parents in your class whenever possible, as we find that they are far more likely to respond to an email from someone they know.

Mailing Home

Address labels and envelopes are available from Hudson House.

Thank you

Thank you again for volunteering your time and effort to be a Class Rep. You will find that being part of our Class Rep network is a great way to learn information about the school, support the boys in their educational and co-curricular pursuits, meet other parents and have some fun. If you have any questions at any time please contact your Class Rep Coordinator, or the Community Relations Office team at Hudson House.



TRINITY GRAMMAR SCHOOL, KEW

40 Charles Street, Kew VIC 3101

+61 3 9854 3600 | hudsonhouse@trinity.vic.edu.au | trinity.vic.edu.au