Dear Parents,

Maroubra Junction Public School will again be implementing a class parent communication system this year.

This is a very popular system and allows parents in the class to communicate with each other and the class teacher. To support this, we ask that all parents in the class complete the attached form and send the slip back to the class teacher as soon as possible.

Each year at Maroubra Junction we ask for a parent from each class to act as Class Parent. This year the role will focus on assisting with communication by email between the class teacher and parents of children in that class.

The type of information may include:

- information about class activities, class requirements;
- requests for classroom assistance (e.g., parent reading, book covering);
- reminders;
- class events;
- social events (e.g., a parent dinner to get to know each other better).

This is to ensure everyone receives the information at the same time.

Being on the class parent list is another way to ensure you keep in touch with what’s going on at school. It is not an overly demanding role and general support will be offered from the P&C as and when required.

More forms are available in the school office for parents that need multiple email addresses for communication.

Regards,

Matthew Ackerman
Principal (rel)
Maroubra Junction Public School

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### Class Parent Communication System 2016

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Name</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
</tbody>
</table>

Would you like to be class parent in 2016? [ ]

Please return to class teacher as soon as possible.
Guidelines for the Role of Class Parent

Each class at Maroubra Junction Public School has a parent who is designated to assist with communication between the class teacher and parents of children in that class, pass on relevant P&C information and provide responses to parent questions where appropriate.

The following guidelines regarding the role of class parents have been agreed to by staff and parents:

Parents may nominate themselves to be the class parent. Where more than one parent nominates, the position will be decided by a draw from a hat.

The class parent should initiate email messages only with the consent of the class teacher or the principal.

When providing a response, the class parent should at all times refer to information provided in the weekly newsletter or the school website to ensure consistency of information.

Messages should be sent only to parents who have registered to be part of the class parent communication strategy.

The class parent system may be used as a means of social contact between parents but again, the class teacher should be informed when such messages are sent out.

A copy of P&C related emails should be emailed to: mjpspandc@gmail.com.

Emails to parents should have all email addresses in the BCC section. Teachers may also request to be included in the BCC though class parents should check this with their class teacher.